



Oracle12 iSupplier Portal

External User Guide

PO Information

Last Update: 10/01/2019

Chapter Objectives:

On completion of this chapter, you should be able to do the following:

- Acknowledge Purchase Orders
- Request Changes to POs – Promise Date, Price etc.
- Request to Split Shipment Lines
- Request to Cancel Shipment Line
- Request Cancel Entire PO
- View Blanker Purchase Agreements and Releases
- View PO Change History and Revision History

Order Information and Actions

PURCHASE ORDERS

Using purchase order information, you can acknowledge purchase orders, make change requests to purchase orders, split shipments, or cancel orders. You can also view supplier agreements and the revision history of a purchasing document. When DAA approves a purchase order in Oracle Purchasing, the purchase order details are available to you in Oracle iSupplier Portal.

Viewing Purchase Orders

Responsibility: Daikin iSupplier User

The View Purchase Orders page display the most recent 25 purchase orders (use the Previous and Next links to view additional purchase orders).

Supplier Home **Orders** Shipments Finance Product

Purchase Orders Agreements Purchase History

Purchase Orders Multiple PO Change Export

Views

View Go Advanced Search

This view displays all the purchase orders approved in last 7 days (Since 25-Sep-2019).

Select Order:	Acknowledge	Request Cancellation	Request Changes	View Change History										
PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments		
<input type="radio"/> 1177568	35	MCQUAY US OU	Standard PO	Test POTC-Notification to Supplier3	01-Oct-2019 01:49:30		USD	44,400.00	Accepted		02-Oct-2019 01:49:30			
<input type="radio"/> 1177564	11	MCQUAY US OU	Standard PO	Test POTC-Notification to Supplier9	26-Sep-2019 06:45:07		USD	55,050.00	Accepted		27-Sep-2019 06:45:07			
<input type="radio"/> 1177565	11	MCQUAY US OU	Standard PO	Test POTC-Notification to Supplier10	25-Sep-2019 11:07:07		USD	52,550.00	Accepted		26-Sep-2019 11:07:07			

NOTE: By Accepting the Purchase Order, you are acknowledging that you have read and accepting the Purchasing terms and conditions listed in the document attached to the Purchase Order. To view Purchasing Terms and Conditions, Click on 'View Icon' in the 'Attachments' Column

- 1) From the View menu, choose which purchase orders to display:
 - a. All Purchase Orders
 - b. Purchase Orders to Acknowledge
 - c. Purchase Orders Pending Change
 - d. Click Go

Views

- All Purchase Orders
- Purchase Orders to Acknowledge
- Purchase Orders Pending Supplier Change
- Recent Purchase Orders**

View Go

- 2) Advanced Search
 - a. Click the Advanced Search button to perform a more exact search for a PO.

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

Purchase Orders | Agreements | Purchase History

Purchase Orders Multiple PO Change Export

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

Match All Any

PO Number is

Document Type is

Order Date is (17-Sep-2019)

Buyer is

Go Clear Add Another Acknowledgement Status Add

PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Terms & Conditions / Attachments
1177568	35	MCQUAY US OU	Standard PO	Test POTC-Notification to Supplier9	01-Oct-2019 01:49:30		USD	44,400.00	Accepted		02-Oct-2019 01:49:30	
1177564	11	MCQUAY US OU	Standard PO	Test POTC-Notification to Supplier9	26-Sep-2019 06:45:07		USD	55,050.00	Accepted		27-Sep-2019 06:45:07	
1177565	11	MCQUAY US OU	Standard PO	Test POTC-Notification to Supplier10	25-Sep-2019 11:07:07		USD	52,550.00	Accepted		26-Sep-2019 11:07:07	

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Acknowledge Purchase Orders

When creating a purchase order, DAA can request acknowledgment of the purchase order. If so, you will receive a notification requiring your response. The purchase order may include a date by which you need to acknowledge it.

You can either acknowledge the order online or accept or reject the order using the notification. When you respond, the purchase order is automatically updated, and a notice is sent to the buyer.

Please note, by acknowledging the order, you are accepting to the DAA's purchasing terms and conditions.

To acknowledge purchase orders:

Use Daikin iSupplier User > Orders Tab > Purchase Orders > View = Purchase Orders to Acknowledge

Notes:

- This process applies to standard purchase orders, blanket purchase agreements and blanket releases.
- It is important to understand the changes made to purchase orders. When acknowledging a changed purchase order, view the changed details first using procedure – View Purchase Order History.

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

Purchase Orders | Agreements | Purchase History

Purchase Orders

Views

View Purchase Orders to Acknowledge Go

Select Order: Acknowledge Request Cancellation Request Changes View Change History

PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change
1177557	2	MCQUAY US OU	Standard PO	Test POTC-Notification to Supplier1	24-Sep-2019 11:21:55	Muttalagaddi, Mallikarjun K	USD	28,000.00	Requires Acknowledgment	
1177566	0	MCQUAY US OU	Standard PO	Test POTC-Notification to Supplier7	24-Sep-2019 09:09:12	Saini, Mr. Sandeep	USD	22,785.00	Requires Acknowledgment	
1177563	1	MCQUAY US OU	Standard PO	Test POTC-Notification to Supplier7	24-Sep-2019 09:08:40	Muttalagaddi, Mallikarjun K	USD	22,785.00	Requires Acknowledgment	

- 1) Orders: From Orders Tab (1), click on Purchase orders sub-tab (2) and select Purchase Orders to acknowledge (3) and click on Go button (4) as shown above.
- 2) Select the purchase order (by clicking the radio button) and click the **Acknowledge** button. The Acknowledge Purchase Order Page will open as shown below.

Supplier Portal | Logged In As TEST12@TESTSUPPLIER.COM

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

Purchase Orders | Agreements | Purchase History

Orders: Purchase Orders >

Acknowledge for Standard Purchase Order : 1177556,2 (Total USD 37,000.00) Cancel Save Submit Export Actions Accept Entire Order Go

Currency=USD

IMPORTANT: You acknowledge and agree that Daikin Applied's Terms and Conditions of Purchase apply to this Purchase Order, unless a fully-executed Master Supply Agreement is current and on file ("MSA") with Daikin Applied. In the event of conflict, the terms in the MSA will govern.

Order Information

General Information	Terms and Conditions	Related Information
<p>Total 37,000.00</p> <p>Supplier TEST SUPPLIER</p> <p>Supplier Site BALT-MD01</p> <p>Address 400 EAST PRATT STREET ELLICOTT CITY, MD 21043</p> <p>Buyer Muttalagaddi, Mallikarjun K</p> <p>Order Date 04-Oct-2019 04:23:45</p> <p>Description Test POTC-Notification to Supplier1</p> <p>Status Requires Acknowledgment</p> <p>Note to Supplier</p> <p>Organization MCQUAY US OLL</p> <p>Supplier Order Number</p> <p>Purchasing Terms / Attachments View</p>	<p>Payment Terms NET 30</p> <p>Carrier</p> <p>FOB</p> <p>Freight Terms</p> <p>Shipping Control</p> <p>Ship-To Address</p> <p>Address 207 Laurel Hill Rd Verona, VA 24482</p> <p>Bill-To Address</p> <p>Address P O BOX 1551 Minneapolis, MN 55440</p>	<p>Receipts</p> <p>Invoices</p> <p>Payments</p>

- 3) Under order information, please make sure you go through the DAA purchase order terms and conditions before accepting the purchase order. To view the Purchase Order terms and conditions, click View link, next to Purchasing Terms/Attachments – see 1 above.
- 4) Attachments window opens displaying link to *General Terms and Conditions of Purchase*, as shown below

DaikinPOTC.pdf	Daikin Terms and Conditions	File	GENERAL TERMS AND CONDITIONS OF PURCHASE (rev) 100113.pdf	To Supplier			
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Previous Next

- 5) Click on "GENERAL TERMS AND CONDITIONS OF PURCHASE (Rev) 100113.pdf" to open the terms and conditions of the purchase and Click on "Open" button to view the terms and conditions.

Do you want to open or save **GENERAL TERMS AND CONDITIONS OF PURCHASE (rev) 100113.pdf** (102 KB) from **usclsdaev1.mcquay.com**?

Open Save Cancel

GENERAL TERMS AND CONDITIONS OF PURCHASE

ARTICLE 1. DEFINITIONS "Purchaser" means Daikin Applied who will acquire, own, and use the Goods covered by this Order. "Goods" means the goods, materials, articles, equipment, supplies, drawings, data, processes and all other property and services, including design, expediting, inspection, delivery, installation, and testing specified or required to furnish the items ordered hereunder. "Work" means any engineering, manufacturing, assembling, or other operation contributing to the supply of the Goods. All other terms shall have the meanings defined in the Uniform Commercial Code as adopted by the State of Minnesota at the date of this Order.

ARTICLE 2. ORDER DOCUMENTS The Documents constituting the contract of sale shall consist of the Purchase Order, these General Terms and Conditions; the Special and Additional Terms and Conditions, if any; the Drawings, Specifications and other Documents if any therein identified and incorporated by reference, and such detailed drawings and instructions, if any, consistent with such Drawings, Specifications and other Documents necessary for the proper execution of the Work, all of which form the "Order." In the event that any Seller's proposal or other Seller's document is made a part of the Order and is in conflict with any other part or parts of the Order Documents, said other parts shall govern. The Order Documents are complementary and what is called for by any one is as binding as if called for by all. In the event of conflict between the Order Documents, the Purchase Order shall take precedence over all other Documents, the Special Conditions shall take precedence over all Documents other than the Purchase Order, and Specifications shall take precedence over Drawings. This Order is an offer to purchase. Seller's commencement of Work on or shipment of the Goods, whichever occurs first and/or performance of the described services is an effective mode of acceptance of Purchaser's offer to purchase. Seller may also indicate acceptance by sending Purchaser a sales acknowledgment form. Any acceptance of this Order is limited to the express terms of the offer contained in this Order. Purchaser hereby objects to any proposal for additional and/or different terms or any attempt by Seller to vary any terms of this Order in Seller's acceptance. Any such proposal or attempt by Seller does not operate as a rejection of this Order unless such proposal relates to the description, quantity, price or delivery schedule of the Goods and/or services. This Order is deemed accepted by Seller without the additional and/or different terms. If this Order is deemed to be an acceptance of a prior offer by Seller, such acceptance is limited to the express terms contained in this Order and such acceptance is hereby expressly made conditional on Seller's assent to any additional and/or different terms that are contained in this Order. Additional and/or different terms or any attempt by Seller to vary any terms of this Order is deemed material and is rejected. However, this Order shall not operate as a rejection of Seller's offer unless such proposal relates to the description, quantity, price or delivery schedule of the Goods and/or services. Any additions to or variations from the Order Documents offered by Seller will be deemed proposals for amendment to this Order and shall be binding only if made in writing and signed by an authorized representative of Purchaser.

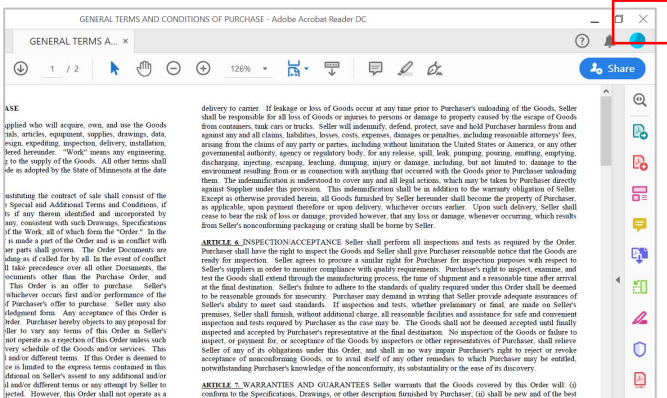
ARTICLE 3. TIME, DELIVERY AND EXPEDITING Timely performance and delivery in accordance with the stated delivery date are essential to this Order. Delivery shall be made on or before the date stated. If prior to the stated delivery date, Seller has reason to believe it cannot make delivery in the time stated, it shall give Purchaser reasonable notice of the anticipated delay, and Purchaser shall have the right to cancel this Order without charge if the anticipated delay will prevent Purchaser from fulfilling its contractual obligations to Owner. Seller, if requested, shall furnish periodic reports on progress of the work in its shops, or in shops of its suppliers. Unless otherwise provided in this Order, Seller shall deliver the Goods covered by this Order in good condition and properly packaged for shipment, taking into account the nature of the Goods and mode of transportation. Cost of packing and proper loading including all necessary blocking and bracing shall be the responsibility of Seller and deemed to be included in the purchase price. Seller must use correct packing and shipping classification descriptions to obtain lowest applicable shipping rates. Itemized packing lists must accompany each shipment. Purchaser's count will be accepted as final and conclusive on shipments not

delivery to carrier. If leakage or loss of Goods occur at any time prior to Purchaser's unloading of the Goods, Seller shall be responsible for all loss of Goods or injuries to persons or damage to property caused by the escape of Goods from containers, tank cars or trucks. Seller will indemnify, defend, protect, save and hold Purchaser harmless from and against any and all claims, liabilities, losses, costs, expenses, damages or penalties, including reasonable attorneys' fees, arising from the claims of any party or parties, including without limitation the United States or America, or any other governmental authority, agency or regulatory body, for any release, spill, leak, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, injury or damage, including, but not limited to, damage to the environment resulting from or in connection with anything that occurred with the Goods prior to Purchaser unloading them. The indemnification is understood to cover any and all legal actions, which may be taken by Purchaser directly against Supplier under this provision. This indemnification shall be in addition to the warranty obligation of Seller. Except as otherwise provided herein, all Goods furnished by Seller hereunder shall become the property of Purchaser, as applicable, upon payment thereof or upon delivery, whichever occurs earlier. Upon such delivery, Seller shall cease to bear the risk of loss or damage; provided however, that any loss or damage, whenever occurring, which results from Seller's nonconforming packaging or crating shall be borne by Seller.

ARTICLE 6. INSPECTION/ACCEPTANCE Seller shall perform all inspections and tests as required by the Order. Purchaser shall have the right to inspect the Goods and Seller shall give Purchaser reasonable notice that the Goods are ready for inspection. Seller agrees to procure a similar right for Purchaser for inspection purposes with respect to Seller's suppliers in order to monitor compliance with quality requirements. Purchaser's right to inspect, examine, and test the Goods shall extend through the manufacturing process, the time of shipment and a reasonable time after arrival at the final destination. Seller's failure to adhere to the standards of quality required under this Order shall be deemed to be reasonable grounds for insecurity. Purchaser may demand in writing that Seller provide adequate assurances of Seller's ability to meet said standards. If inspection and tests, whether preliminary or final, are made on Seller's premises, Seller shall furnish, without additional charge, all reasonable facilities and assistance for safe and convenient inspection and tests required by Purchaser as the case may be. The Goods shall not be deemed accepted until finally inspected and accepted by Purchaser's representative at the final destination. No inspection of the Goods or failure to inspect, or payment for, or acceptance of the Goods by inspectors or other representatives of Purchaser, shall relieve Seller of any of its obligations under this Order, and shall in no way impair Purchaser's right to reject or revoke acceptance of nonconforming Goods, or to avail itself of any other remedies to which Purchaser may be entitled, notwithstanding Purchaser's knowledge of the nonconformity, its substantiality or the ease of its discovery.

ARTICLE 7. WARRANTIES AND GUARANTEES Seller warrants that the Goods covered by this Order will: (i) conform to the Specifications, Drawings, or other description furnished by Purchaser; (ii) shall be new and of the best quality, if no quality is specified; (iii) will be merchantable, safe and appropriate for the purpose for which Goods of like kind are normally used; (iv) will conform to any statements made on the container, labels or advertisements for such Goods, if any; (v) will conform in all respects to any samples supplied by Seller; (vi) will be adequately contained, packaged, marked and labeled; (vii) will be free from liens and patent and latent defects in design, material, workmanship and title; (viii) are fit and suitable for the purposes of this Order; (ix) and will comply with SQA Manual CPROG7403 - Revision 03. In the case of Goods designed or offered by Seller to meet the Performance requirements of Purchaser's Specifications, Seller warrants that the Goods will perform as specified. Seller shall employ good, sound technical and engineering procedures, skill, care and judgment. In the event that any parts of the Goods have not been completely described in this Order, such parts shall be in accord with nationally recognized codes and to a standard at least equal to the standards, which have been specified in this Order. Seller agrees that the aforesaid warranties shall survive acceptance of the Goods. These warranties shall run to Purchaser. Unless the warranty period is otherwise specified in this Order, if, at any time prior to one (1) year from the date of commercial operation of Purchaser's facility, or, with respect to liens, title or latent defects at any time, it appears that the Goods, or any part thereof, do not conform to the warranties set forth in this Section 7.1, and Purchaser so notifies Seller within the warranty period, Seller shall promptly correct such nonconformity to the satisfaction of the Purchaser at the F.O.B. point of this Order, at Seller's sole expense. Seller's liability hereunder shall extend to all damages proximately caused by the breach of any of the foregoing warranties, including all in-out charges and incidental damages, such as disassembly, removal

6) After reading terms & conditions, close **GENERAL TERMS AND CONDITIONS OF PURCHASE (Rev) 100113.pdf** window, close **Attachments** window. Both these windows can be closed by clicking the **windows close (X)** on the top right corner of the window.



7) Scroll down to view PO details. Click on "Show All" to display PO line level details. (Refer "A" on PO Details screen below)

PO Details

A [Click here](#) 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.

Show All Hide All

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason	
▲	1	Goods	335134305			HEAD,DISH,36"DIA. .375" THK, .150 PSI NON ASME	EACH	100	100	10,000.00			Open					
Shipments																		
Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Reason	Action	
1	STN	100	100			10,000.00	22-Sep-2019 19:01:15	22-Sep-2019 19:01:15					Requires Acknowledgment					▼
▲	2	Goods	335134305			HEAD,DISH,36"DIA. .375" THK, .150 PSI NON ASME	EACH	150	100	15,000.00			Open					
Shipments																		
Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Reason	Action	
1	STN	150	100			15,000.00	22-Sep-2019 19:01:15	22-Sep-2019 19:01:15					Requires Acknowledgment					▼
▲	3	Goods	335134305			HEAD,DISH,36"DIA. .375" THK, .150 PSI NON ASME	EACH	30	100	3,000.00			Open					
Shipments																		
Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Reason	Action	
1	STN	30	100			3,000.00	25-Sep-2019 23:59:00	25-Sep-2019 23:59:00					Requires Acknowledgment					▼

8) After reviewing PO details, scroll all the way down to the bottom of the page to view > Actions.

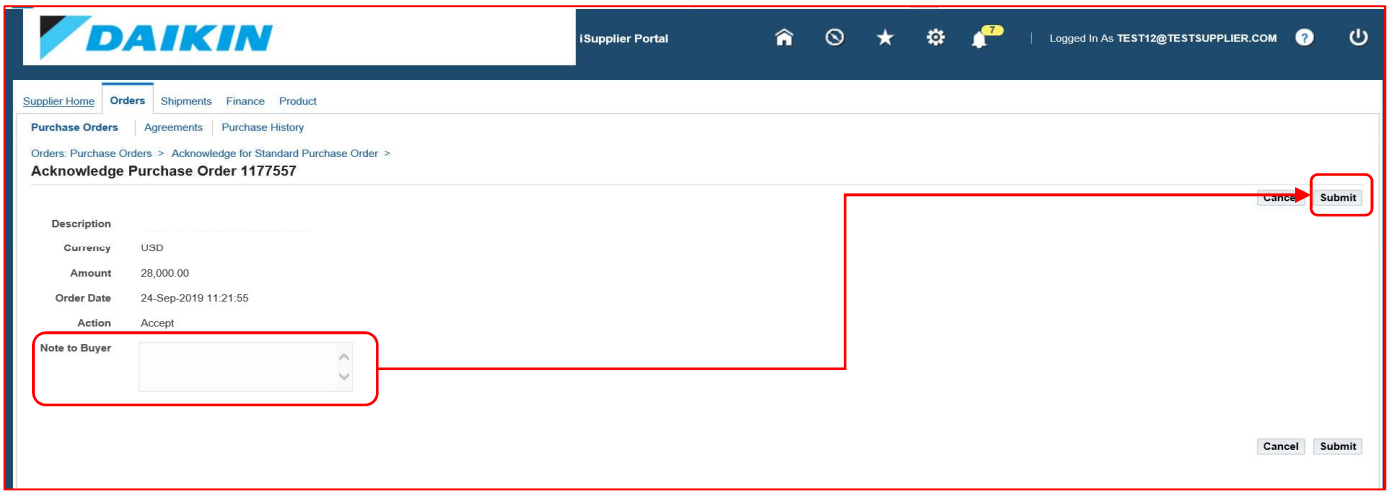
Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason	
▲	1	Goods	335134305			HEAD,DISH,36"DIA. .375" THK, .150 PSI NON ASME	EACH	100	100	10,000.00			Open					
Shipments																		
Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Reason	Action	
1	STN	100	100			10,000.00	22-Sep-2019 19:01:15	22-Sep-2019 19:01:15					Requires Acknowledgment					▼
▲	2	Goods	335134305			HEAD,DISH,36"DIA. .375" THK, .150 PSI NON ASME	EACH	150	100	15,000.00			Open					
Shipments																		
Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Reason	Action	
1	STN	150	100			15,000.00	22-Sep-2019 19:01:15	22-Sep-2019 19:01:15					Requires Acknowledgment					▼
▲	3	Goods	335134305			HEAD,DISH,36"DIA. .375" THK, .150 PSI NON ASME	EACH	30	100	3,000.00			Open					
Shipments																		
Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Reason	Action	
1	STN	30	100			3,000.00	25-Sep-2019 23:59:00	25-Sep-2019 23:59:00					Requires Acknowledgment					▼

Return to Orders: Purchase Orders

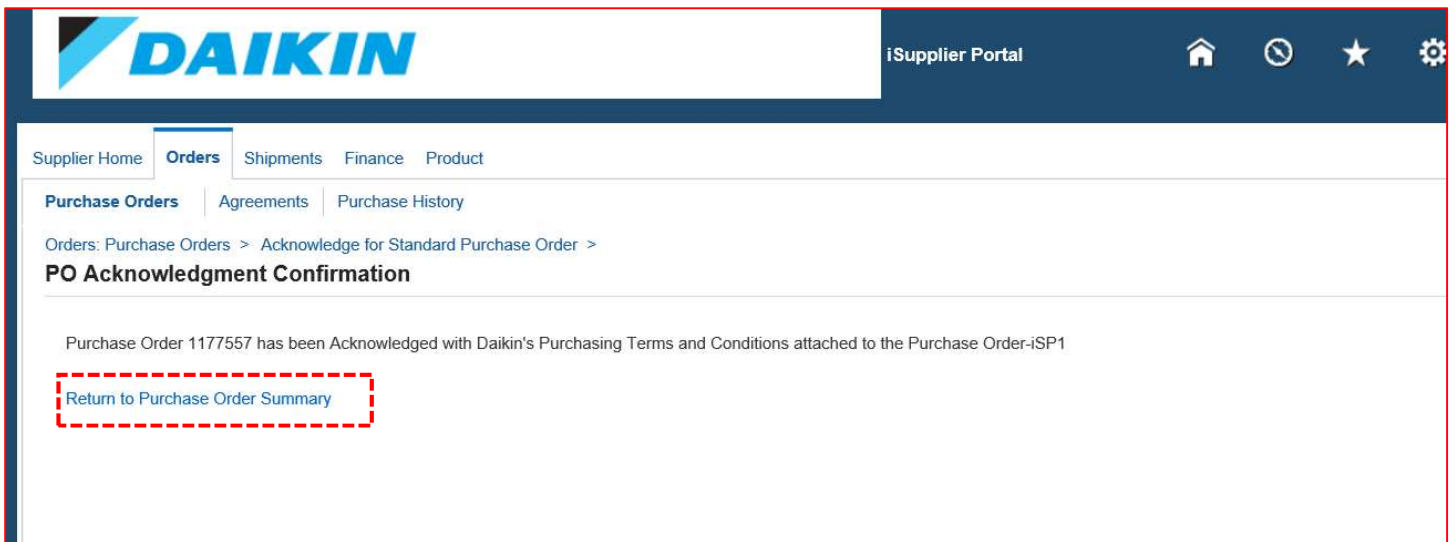
Cancel Save Submit Export Actions Accept Entire Order ▼ Go

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9) select **Accept Entire Order** in drop-down list and click on Go button
The Acknowledge Purchase Order page displays as shown below.



- 10) Enter a Note to Buyer and then click Submit. Note: Both submit buttons perform the same action. You can click either one to submit.
- 11) A confirmation page displays indicating that your acknowledgement has been submitted to DAA. The PO Status field is updated to *Accepted*. Note: Suppliers need to accept POs and PO Changes within 24 hours.
- 12) Click *Return to Purchase order Summary* link to return to orders page.



Reject Entire Order

- 1) Access the purchase order you wish to acknowledge by clicking on the PO number link or by selecting the line and clicking the *Acknowledge* button

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

Purchase Orders | Agreements | Purchase History

Purchase Orders

Views

View: Purchase Orders to Acknowledge

Select Order: **Acknowledge** | Cancellation | Request Changes | View Change History

PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change
1177557	2	MCQUAY US OU	Standard PO	Test POTC-Notification to Supplier7	24-Sep-2019 11:21:55	Muttalagaddi, Mallikarjun K	USD	28,000.00	Requires Acknowledgment	
1177566	0	MCQUAY US OU	Standard PO	Test POTC-Notification to Supplier7	24-Sep-2019 09:09:12	Saini, Mr. Sandeep	USD	22,785.00	Requires Acknowledgment	
1177563	1	MCQUAY US OU	Standard PO	Test POTC-Notification to Supplier7	24-Sep-2019 09:08:40	Muttalagaddi, Mallikarjun K	USD	22,785.00	Requires Acknowledgment	

Order Information

General Information

Total: 22,785.00
 Supplier: TEST SUPPLIER
 Supplier Site: BALT-MD01
 Address: 400 EAST PRATT STREET, ELLICOTT CITY, MD 21043
 Buyer: Saini, Mr. Sandeep
 Order Date: 24-Sep-2019 09:09:12
 Description: Test POTC-Notification to Supplier7
 Status: Requires Acknowledgment
 Note to Supplier
 Organization: MCQUAY US OU
 Supplier Order Number
 Attachments: View

Terms and Conditions

Payment Terms: NET 30
 Carrier: FOB
 Freight Terms: Shipping Control
 Ship-To Address: 207 Laurel Hill Rd, Verona, VA 24482
 Bill-To Address: P O BOX 1551, Minneapolis, MN 55440

Related Information

- Receipts
- Invoices
- Payments

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.

Details Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
1	Goods	335134305			HEAD,DISH,36"DIA. .375" THK, 150 PSI NON ASME	EACH	100	135	13,500.00			Open				
2	Goods	335134305			HEAD,DISH,36"DIA. .375" THK, 150 PSI NON ASME	EACH	60	88	5,280.00			Open				
3	Goods	335134305			HEAD,DISH,36"DIA. .375" THK, 150 PSI NON ASME	EACH	45	89	4,005.00			Open				

Return to Orders: Purchase Orders

Actions:

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

Purchase Orders | Agreements | Purchase History

Orders: Purchase Orders > Acknowledge for Standard Purchase Order >

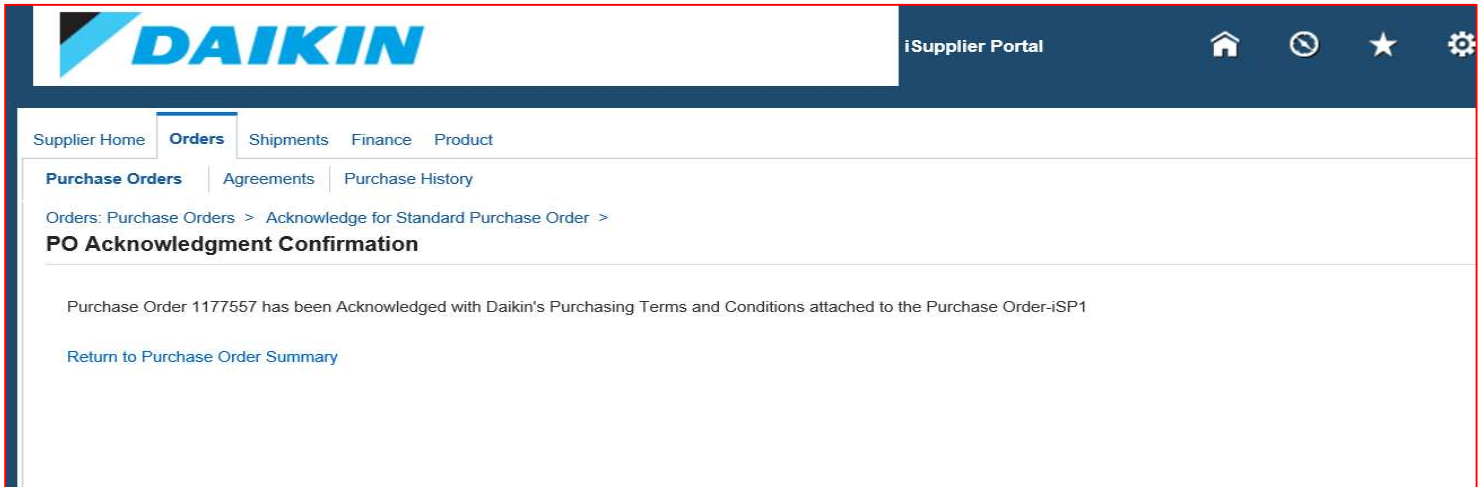
Acknowledge Purchase Order 1177566

Description: Test POTC-Notification to Supplier7
 Currency: USD
 Amount: 22,785.00
 Order Date: 24-Sep-2019 09:09:12

Actions:

* Note to Buyer:

- 3) Enter a Note to Buyer and then click Submit. Note: Both submit buttons perform the same action. You can click either one to submit.
- 4) A confirmation page displays indicating that your acknowledgement has been submitted to DAA. The PO Status field is updated to *Rejected*.



The screenshot displays the DAIKIN iSupplier Portal interface. At the top left is the DAIKIN logo. To the right, the text "iSupplier Portal" is visible, along with navigation icons for home, refresh, star, and settings. Below the header, a navigation menu includes "Supplier Home", "Orders" (which is highlighted), "Shipments", "Finance", and "Product". Under the "Orders" section, there are sub-links for "Purchase Orders", "Agreements", and "Purchase History". The main content area shows a breadcrumb trail: "Orders: Purchase Orders > Acknowledge for Standard Purchase Order >". Below this, the heading "PO Acknowledgment Confirmation" is displayed. The main message states: "Purchase Order 1177557 has been Acknowledged with Daikin's Purchasing Terms and Conditions attached to the Purchase Order-ISP1". At the bottom of the message, there is a blue link that says "Return to Purchase Order Summary".

Submit Change Requests

iSupplier Portal enables you to request changes to purchase orders when modifications are needed to fulfill an order. This lesson shows how to request changes to a purchase order after it has been acknowledged or accepted.

You may request changes to:

Blanket Agreements: Price and price breaks and Supplier Item

Blanket Releases: Quantity Ordered, Promised Date and Supplier Order Line

Goods POs: Price, Quantity Ordered, Promised Date and Supplier Item number etc. You can also split lines in case you want to split quantities being delivered.

You cannot request changes to: POs that have been closed or fully received

- 1) Click the Orders tab and then click Purchase Orders in the blue taskbar below the tabs.

The *Purchase Orders* page displays as shown below.

The screenshot shows the iSupplier Portal interface. The top navigation bar includes the DAIKIN logo, 'iSupplier Portal' text, and icons for home, refresh, star, settings, and notifications. Below the navigation bar, there are tabs for 'Supplier Home', 'Orders', 'Shipments', 'Finance', and 'Product'. Under the 'Orders' tab, there are sub-tabs for 'Purchase Orders', 'Agreements', and 'Purchase History'. The main content area is titled 'Purchase Orders' and has a 'Views' section with a dropdown menu set to 'All Purchase Orders' and a 'Go' button. Below this is a table of purchase orders. The table has columns for 'PO Number', 'Rev', 'Operating Unit', 'Document Type', 'Description', 'Order Date', 'Buyer', 'Currency', 'Amount', 'Status', and 'Change Request Status'. The first row is selected, and a red circle highlights the selection icon. A red box highlights the 'Request Changes' button in the table's header. A red arrow points from the 'Request Changes' button to the selection icon of the first row.

PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status
1177568	35	MCQUAY US OU	Standard PO	Test POTC-Notification to Supplier3	01-Oct-2019 01:49:30	Muttalagaddi, Mallikarjun K	USD	44,400.00	Accepted	
1177564	11	MCQUAY US OU	Standard PO	Test POTC-Notification to Supplier9	26-Sep-2019 06:45:07	Muttalagaddi, Mallikarjun K	USD	55,050.00	Accepted	
1177565	11	MCQUAY US OU	Standard PO	Test POTC-Notification to Supplier10	25-Sep-2019 11:07:07	Muttalagaddi, Mallikarjun K	USD	52,550.00	Accepted	
1177570	0	MCQUAY US OU	Standard PO	Test Notification to Buyer - SS	24-Sep-2019 11:43:06	Saini, Mr. Sandeep	USD	28,000.00	Accepted	
1177569	0	MCQUAY US OU	Standard PO	Test Notification to Buyer - SS	24-Sep-2019 11:30:42	Saini, Mr. Sandeep	USD	27,000.00	Accepted	
1177559	2	MCQUAY US OU	Standard PO	Test POTC-Notification to Supplier3	24-Sep-2019 11:29:01	Muttalagaddi, Mallikarjun K	USD	27,000.00	Accepted	
1177557	2	MCQUAY US OU	Standard PO	Test POTC-Notification to Supplier1	24-Sep-2019 11:21:55	Muttalagaddi, Mallikarjun K	USD	28,000.00	Accepted	
1177567	0	MCQUAY US OU	Standard PO	Test POTC-Notification to Supplier7	24-Sep-2019 09:09:34	Saini, Mr. Sandeep	USD	22,785.00	Accepted	
1177566	0	MCQUAY US OU	Standard PO	Test POTC-Notification to Supplier7	24-Sep-2019 09:09:12	Saini, Mr. Sandeep	USD	22,785.00	Rejected	
1177563	1	MCQUAY US OU	Standard PO	Test POTC-Notification to Supplier7	24-Sep-2019 09:08:40	Muttalagaddi, Mallikarjun K	USD	22,785.00	Requires Acknowledgment	
1177562	1	MCQUAY US OU	Standard PO	Test POTC-Notification to Supplier6	24-Sep-2019 09:08:12	Muttalagaddi, Mallikarjun K	USD	22,785.00	Requires Acknowledgment	

- 2) Locate the Purchase Order that you want to change, select the PO and then click Request Changes.

You cannot use request changes for POs with a status of *Requires Acknowledgment*, *Pending Supplier Change* or *Closed*. The *Request Changes* page displays as shown on the next page.

The information displayed on the page varies depending on the document type and purchase order details.

3) Request Changes for Standard Purchase Order page open as shown below. Scroll down.

Supplier Home | Orders | Shipments | Finance | Product

Purchase Orders | Agreements | Purchase History

Orders: Purchase Orders >

Request Changes for Standard Purchase Order : 1177556,2 (Total USD 37,000.00) Cancel Save Submit Export Actions Cancel Entire Order Go

Currency=USD

IMPORTANT: You acknowledge and agree that Dalkin Applied's Terms and Conditions of Purchase apply to this Purchase Order, unless a fully-executed Master Supply Agreement is current and on file ("MSA") with Dalkin Applied. In the event of conflict, the terms in the MSA will govern.

Order Information

General Information

Total 37,000.00
 Supplier TEST SUPPLIER
 Supplier Site BALT-MD01
 Address 400 EAST PRATT STREET
 ELLICOTT CITY, MD 21043
 Buyer [Muttalagaddi, Mallikarjun K](#)
 Order Date 04-Oct-2019 04:23:45
 Description Test POTC-Notification to Supplier1
 Status Accepted
 Reason
 Note to Supplier
 Organization MCQUAY US OU
 Supplier Order Number
 Purchasing Terms / Attachments [View](#)

Terms and Conditions

Payment Terms NET 30
 Carrier
 FOB
 Freight Terms
 Shipping Control

Ship-To Address

Address 207 Laurel Hill Rd
 Verona, VA 24482

Bill-To Address

Address P O BOX 1551
 Minneapolis, MN 55440

Related Information

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

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.

Show **All Hide All**

Details Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
1	Goods	335134305			HEAD, DISH, 36"DIA. 375" THK, 150 PSI NON ASME	EACH	100	200	20,000.00			Open				
2	Goods	335134305			HEAD, DISH, 36"DIA. 375" THK, 150 PSI NON ASME	EACH	150	100	15,000.00			Open				
3	Goods	335134305			HEAD, DISH, 36"DIA. 375" THK, 150 PSI NON ASME	EACH	20	100	2,000.00			Open				

4) Click **Show All** link. PO shipments details are visible now, as shown below.

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.

Show All Hide All

Details Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
1	Goods	335134305			HEAD, DISH, 36"DIA. 375" THK, 150 PSI NON ASME	EACH	70	100	7,000.00			Open				

Shipments

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
1	STN	70	100			7,000.00	24-Sep-2019 11:42:50	24-Sep-2019 11:42:50					Accepted				

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	Status	Attachments	Split	Reason	Action
2	Goods	335134305											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	Status	Attachments	Split	Reason	Action
1	STN	150	100			15,000.00	24-Sep-2019 11:42:50	24-Sep-2019 11:42:50					Accepted				

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	Status	Attachments	Split	Reason	Action
3	Goods	335134305											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	Status	Attachments	Split	Reason	Action
1	STN	60	100			6,000.00	25-Sep-2019 23:59:00	25-Sep-2019 23:59:00					Accepted				

Additional Change Requests

- 5) On this page you can request changes to the following
- Price
 - Supplier Item
 - Promise Date
 - Ordered Quantity

To request a price change (line item) change:

6) Enter the price change requests (line item) and the reason for the change, see 1 above.

A reason is required if you enter changes.

To request Quantity ordered or Promised Date (shipment) change:

- 7) Enter the quantity or promised date changes (shipment), see 2 above
- 8) Enter a reason for the change, see 3 above.
- 9) Select Change from the Action drop-down list, see 4 above.

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	Status	Attachments	Split Reason	Action
1	STN	60	100			6,000.00	25-Sep-2019 23:59:00	25-Sep-2019 23:59:00					Accepted			

Additional Change Requests

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

Additional Changes

Actions

[Return to Orders: Purchase Orders](#)

Enter any additional changes and submit your request:

- 10) If applicable, enter any Additional Change Requests, see 5 above.
- 11) Click Submit, see 6 above.

A confirmation message displays as shown below. The PO status changes to Supplier Change Pending. You will receive an e-mail notification when the buyer approves or rejects your change request. Use *Return to Purchase Order Summary* to return to Orders Tab.

The screenshot shows the DAIKIN iSupplier Portal interface. The top navigation bar includes the DAIKIN logo, the text 'iSupplier Portal', and icons for home, refresh, star, settings, and a notification bell with a '5' badge. Below the navigation bar, there are tabs for 'Supplier Home', 'Orders', 'Shipments', 'Finance', and 'Product'. Under the 'Orders' tab, there are sub-tabs for 'Purchase Orders', 'Agreements', and 'Purchase History'. The main content area displays a 'Change Order Confirmation' message: 'Change Request for Purchase Order 1177568 has been submitted for approval.' Below the message is a blue link that says 'Return to Purchase Order Summary'.

Request Changes to Purchase Orders - Split Lines

1) Click the Orders tab and then click Purchase Orders in the blue taskbar below the tabs.

The *Purchase Orders* page displays as shown below.

Supplier Home **Orders** Shipments Finance Product

Purchase Orders | Agreements | Purchase History

Purchase Orders Multiple PO Change Export

Advanced Search Views

Specify parameters and values to filter the data that is displayed in your results set.

Match All Any

PO Number is

Document Type is

Order Date is

Buyer is

Go Clear Add Another Acknowledgement Status Add

Select Order:	Acknowledge	Request Cancellation	Request Changes	View Change History									
PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Terms & Conditions / Attachments	
<input checked="" type="radio"/>	1177602	1	MCQUAY US OU	Standard PO	14-Oct-2019 02:54:54	Welborn, Diana L	USD	4,070.00	Accepted		15-Oct-2019 00:00:00		

2) Request Changes for Standard Purchase Order page displays. Click on **Show All** link to view PO shipment details. See 1 below

Request Changes for Standard Purchase Order : 1177602,1 (Total USD 4,070.00) Cancel Save Submit Export Actions Cancel Entire Order Go

Currency=USD

IMPORTANT: You acknowledge and agree that Daikin Applied's Terms and Conditions of Purchase apply to this Purchase Order, unless a fully-executed Master Supply Agreement is current and on file ("MSA") with Daikin Applied. In the event of conflict, the terms in the MSA will govern.

Order Information

General Information

Total 4,070.00

Supplier TEST SUPPLIER

Supplier Site BALT-MD01

Address 400 EAST PRATT STREET
ELLICOTT CITY, MD 21043

Buyer Welborn, Diana L

Order Date 14-Oct-2019 02:54:54

Description

Status Accepted

Reason Accepted. We will review and submit change request if needed. Thanks.

Note to Supplier

Organization MCQUAY US OU

Supplier Order Number

Purchasing Terms / Attachments View

Terms and Conditions

Payment Terms NET 30

Carrier FOB DESTINATION

Freight Terms SHIPPER

Shipping Control

Ship-To Address

Address 207 Laurel Hill Rd
Verona, VA 24482

Bill-To Address

Address P O BOX 1551
Minneapolis, MN 55440

Related Information

Receipts

Invoices

Payments

PO Details

TIP You can split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

TIP Click on the 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.

Show All Hide All

Details Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
1	Goods	335134305		abcd1234	HEAD.DISH,36"DIA. .375" THK, 150 PSI NON ASME	EACH	10	407	4,070.00		Open				

Additional Change Requests

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

Additional Changes

Return to Orders: Purchase Orders

3) On this page you can split the shipment line as shown below.

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.

Show All Hide All

Details Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
1	Goods	335134305		abcd1234	HEAD,DISH,36" DIA. 375" THK, 150 PSI NON ASME	EACH	10	407	4,070.00			Open				

Shipments

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount Promised	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
1	STN	10	407			4,070.00	14-Oct-2019 01:18:2						Accepted			


Additional Change Requests

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

Additional Changes:

Return to Orders: Purchase Orders

Cancel Save Submit Export Actions Cancel Entire Order Go

4) Click Split  icon next to the shipment line that you would like to split.

Shipments

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount Promised	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
1	STN	10	407			4,070.00	14-Oct-2019 01:18:2						Accepted			
2	STN	0					14-Oct-2019 01:18:2									

- 5) A new line is added below the existing line.
 - a. In this example, the original shipment quantity is 10.
 - b. Once the "Split" icon is selected, an additional line will be displayed.
 - c. In this example, the original line for 10 will be requested to be split into two shipments of 6 and 4, respectively.

Shipments

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount Promised	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
1	STN	6	407			4,070.00	14-Oct-2019 01:18:2						Accepted		can ship	Change
2	STN	4					31-Oct-2019 13:24:2								Remaining	

- 6) Original Line Quantity: Adjust the Original Line Quantity to reflect the desired split quantity.

Caution: When splitting standard purchase order lines, Original line quantity must be changed to reflect the split. The total of the lines should not be greater than the original quantity; otherwise the change will add an additional quantity to the PO
- 7) Split Line: Enter the Split Quantity on the new line below to reflect the desired split quantity.
- 8) Promised Date on Split Line: Enter the new Promised Date on the new split line. In this example, it 31-Oct-2019.

- 9) Reason: Enter a Reason for both the original and new line.
 - a. This is a required field that must be entered for all lines / shipments that are being changed. This reason will be displayed to the buyer.
- 10) Action: Select Change from the Action drop-down list.
- 11) Submit: Click on the Submit button to submit changes.

Show All Hide All

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
	1	Goods	335134305		abcd1234	HEAD, DISH, 36"DIA., .375" THK, 150 PSI NON ASME	EACH	10	407	4,070.00			Open				

Shipments

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
1	STN	6	407			4,070.00	14-Oct-2019 01:18:2						Accepted			can ship	Change
2	STN	4					31-Oct-2019 13:24:4									Remaining	

Additional Change Requests

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

Additional Changes

Return to Orders: [Purchase Orders](#)

Note:

If the supplier wants to split the original line quantity into multiple line splits (shipments), select the "Split" Icon again.

View Change Order History

The *Change History for Order* page allows you to view the history of change requests that you submitted for a document, along with the corresponding buyer's response to your change request.

- 1) Click the Orders tab and then click Purchase Orders in the blue taskbar below the tabs. The *Purchase Orders* page displays.
- 2) Locate, select PO number and click View Change History. The *PO* page displays as shown below.

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

Purchase Orders | Agreements | Purchase History

Orders: Purchase Orders >

Standard Purchase Order: 1177564, 11 (Total USD 55,050.00)

Currency= USD

Actions: **View Change History** | Go | Export

Order Information

General	Terms and Conditions	Summary
Total 55,050.00	Payment Terms NET 30	Total 55,050.00
Supplier TEST SUPPLIER	Carrier FOB	Received 0.00
Supplier Site BALT-MD01	Freight Terms	Invoiced 0.00
Supplier Contact	Shipping Control	Payment Status Not Paid
Address 400 EAST PRATT STREET ELLICOTT CITY, MD 21043	Ship-To Address	
Buyer Muttalagaddi, Mallikarjun K	Address 207 Laurel Hill Rd Verona, VA 24482	
Order Date 26-Sep-2019 06:45:07	Bill-To Address	
Description Test POTC-Notification to Supplier9	Address P O BOX 1551	
Status Accepted		
Reason		
Note to Supplier		

- 3) Select View Change History from the Actions list and click Go, see 1 above. The *Change History for Order* page displays as shown below.

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

Purchase Orders | Agreements | Purchase History

Orders: Purchase Orders >

Change History for Standard Purchase Order: 1177568

Currency=USD

Indicates new values
Indicates cancellation

Request Date	Line	Shipment	Item	Supplier Item	Description	Qty	UOM	Price Rate	Amount	Promised Date	Need-By Date	Start Date	End Date	Supplier Order Number	Supplier Order Line Number	Additional Changes	Split	Cancellation Request	Respon
02-Oct-2019 23:01:54	1		335134305	12345	HEAD, DISH, 36"DIA, .375" THK, 150 PSI NON ASME		EACH	100 99.95									No	No	Pending
02-Oct-2019 23:01:54																more changes	No	No	Pending
02-Oct-2019 23:01:54	2	1	335134305		HEAD, DISH, 36"DIA, .375" THK, 150 PSI NON ASME		EACH			24-Sep-2019 11:29:44 04-Oct-2019 23:01:48	24-Sep-2019 11:29:44						No	No	Pending

Return to Orders: Purchase Orders

- 4) New, changed values are marked with a, see 2 above. Old values, when present, appear above the new values.

5) Click a Details link, see 4 above, to view details of the DAA Buyer's response to your request.

Details	Request Date	Line	Shipment	Item	Supplier Item	Description	Qty	UOM	Price / Rate	Amount	Promised Date	Need-By Date	Start Date	End Date	Supplier Order Number	Supplier Order Line Number	Additional Changes	Split	Cancellation Request	Response
	02-Oct-2019 23:01:54	1		335134305	14070	:AD.DISH,36"DI. .375" THK.,150 PS. NON ASME												No	No	Pending
<div style="border: 1px solid red; padding: 5px;"> <p>Requested By TEST SUPPLIER Responded By</p> <p>Change Reason price change Response Date</p> <p>Response Reason</p> </div>																				

The Buyer Response field, see 5 above in the rightmost column, indicates the status of the change request: Pending, Accepted or Rejected. Response details are not present for requests that are still pending DAA buyer's response. A Response Reason will be displayed if the buyer has rejected your request.

6) Click Return to Purchase Orders link, when you have finished reviewing the changes, see 6 above.

You are returned to the *PO* page shown in step 2.

View Blanket Agreements and Releases

DAA uses Blanket Agreements to purchase materials at an agreed upon rate, for a specific period of time. A blanket agreement specifies the pricing for the materials should they be purchased. To order items that are contained in the blanket agreement, DAA creates a Blanket Release purchase order.

If your company has blanket agreements with DAA, you can access the agreements and releases from the *Agreements* page.

Export Button: Use this button to export the currently displayed information to a spreadsheet.

- 1) Click the Orders tab and then click Agreements in the blue taskbar below the tabs, see 1 below.

The *Supplier Agreements* search page displays as shown below.

Supplier Agreements Export

Simple Search Advanced Search

Note that the search is case insensitive

PO Number

Global

Effective-From Date

Effective-To Date

PO Number	Revision	Global	Description	Document Type	Buyer	Order Date	Currency	Amount Agreed	Amount Released	Effective-From Date	Effective-To Date	Status	Attachments	Upload Status	Edit Agreement
1177554	1	No	BPA for ACK Testing	Blanket Purchase Agreement		26-Sep-2019 08:02:48	USD	80,000.00	45,500.00			Requires Acknowledgment			
	1	No	BPA for ACK Testing	Blanket Purchase Agreement		19-Sep-2019 11:20:01	USD	50,000.00	35,000.00			Accepted			
	0	No	Test Blanket Agreement Acknowledgement	Blanket Purchase Agreement		30-Aug-2019 09:02:00	USD	450,000.00	38,316.35	01-Sep-2019	31-Aug-2020	Accepted			

- 2) Enter your search criteria and click Go, see 2 above. To display all agreements, do not enter search criteria.

The results list displays selected data for the blanket agreements which match the criteria entered.

- Amount Agreed: Total dollar value amount associated with the blanket purchase agreement.
- Amount Released: Total dollar amount released against the agreement to date.

- 3) Click the PO Number or Order Date column heading to sort by the information in the column. Click the column heading again to reverse the sort order.
- 4) Click a PO Number link, see 3 above, to view releases that have been made against the agreement.

The *Blanket Agreement* page is displayed as shown on the next page. This page displays all the releases that have been made to date.

Supplier Home **Orders** Shipments Planning Finance Product Administration

Purchase Orders Work Orders **Agreements** View Requests Purchase History Work Confirmations RFQ Deliverables Timcards

Orders: Agreements >

Blanket Agreement: 1177553 Revision: 1 (Total: USD 50,000.00)

PO Number 1177553 Approved Date 19-Sep-2019 11:20:01
 Revision 1 Supplier COMMERCIAL METAL FORMING
 Description BPA for ACK Testing Buyer
 Currency USD Amount Agreed 50,000.00
 Amount Released 35,000.00 Status
 Global No Effective Start Date
 Effective End Date

Releases

PO Number	Revision	Status	Order Date	Currency	Amount	Receipts
1177553-1	0	Approved	19-Sep-2019 11:23:46	USD	10,000.00	
1177553-2	0	Approved	19-Sep-2019 11:30:44	USD	10,000.00	
1177553-3	0	Approved	19-Sep-2019 11:34:36	USD	15,000.00	

Return to Orders: Agreements

5) To view the release PO details, click a PO Number link, see 4 above.

Supplier Home | **Orders** | Shipments | Planning | Finance | Product | Administration

Purchase Orders | Work Orders | **Agreements** | View Requests | Purchase History | Work Confirmations | RFQ | Deliverables | Timecards

Orders: Agreements > Blanket Agreement >

Blanket Release: 1177553-1, 0 (Total USD 10,000.00)

Currency: USD

Order Information

General	Terms and Conditions
Total: 10,000.00	Payment Terms: /S10 NET 30 D5
Amount Agreed: 10,000.00	Carrier: RUAN
Supplier: COMMERCIAL METAL FORMING	FOB: ORIGIN
Supplier Site: YOUNG	Freight Terms: COLLECT
Supplier Contact	Shipping Control
Address: 1775 LOGAN AVE Youngstown, OH 44505	Ship-To Address
Buyer	Address: 131 Laurel Hill Road, Suite 201 Verona, VA 24482
Order Date: 19-Sep-2019 11:24:29	Bill-To Address
Description: BPA for ACK Testing	Address: P O BOX 1551 Minneapolis, MN 55440
Status: Open	
Note to Supplier	
Operating Unit: MCQUAY US OU	
Supplier Order Number	

Summary

Total	10,000.00
Received	10,000.00
Invoiced	0.00
Payment Status	Not Paid

Actions: View Receipts [v] Go Export

6) To view receipts that have been entered for a release PO, select View Receipts from the Actions list and click Go or click the Received link, see 5 above.

The *Receipts* page displays as shown below.

Supplier Home | **Orders** | Shipments | Planning | Finance | Product | Administration

Delivery Schedules | Shipment Notices | Shipment Schedules | **Receipts** | Returns | Overdue Receipts | On-Time Performance | Quality

Orders: Agreements > Blanket Agreement > View Order Details >

Receipts for Blanket Release: 1177553-1

Receipt	PO Number	Line	Shipment	Description	UOM	Ordered	Returned	Net Received	Accepted	Defects	Location	Receipt Date	Promised Date	Need-By Date	Performance
269655	1177553-1	1	1	ALUM	EACH	100.0		100	0.0		STAUNTON SUITE 201	03-Oct-2019 00:49:51	26-Sep-2019 23:59:00	26-Sep-2019 23:59:00	Late

Return to View Order

7) To view the Receipt detail, click a Receipt Number link, see 7 above.

The *Receipt Transactions* page displays as shown below.

Supplier Home | **Orders** | Shipments | Planning | Finance | Product | Administration

Delivery Schedules | Shipment Notices | Shipment Schedules | **Receipts** | Returns | Overdue Receipts | On-Time Performance | Quality

Orders: Agreements > Blanket Agreement > View Order Details > Receipt Transactions >

Receipt: 269655

Creation Date: 03-Oct-2019 00:50:11
 Organization: STAUNTON
 Supplier: YOUNG
 Supplier Site: YOUNG
 Shipment Number: [blank]
 Shipment Date: [blank]

Packing Slip
 Containers
 Waybill/Airbill
 Freight Carrier
 Bill of Lading
 Attachments: None

Receipt Transactions

Receipt Date	Promised Date	Need-By Date	Performance	PO Number	Line	Shipment	Item/Job	Description	UOM	Ordered	Returned	Net Received	Accepted	Defects	Location	Attachments	LPN/Lot/Serial	Invoice
03-Oct-2019 00:49:51	26-Sep-2019 23:59:00	26-Sep-2019 23:59:00	Late	1177553-1	1	1		ALUM	EACH	100.0		100	0.0		STAUNTON SUITE 201			
03-Oct-2019 00:49:51	19-Sep-2019 23:59:00	19-Sep-2019 23:59:00	Late	1177553-2	1	1		ALUM	EACH	100.0		100	0.0		STAUNTON SUITE 201			

View Revision History

The Purchase Order Revision History page allows you to search for details related to the revision history of a purchase order. You can compare each revised PO to the original PO or the previous PO. You can also view all changes made to the PO.

Export Button: Use this button to export the currently displayed information to a spreadsheet.


- 1) Click the Orders tab and then click Purchase History in the blue taskbar below the tabs.

The *Purchase Order Revision History* search page displays as shown below. You can also access this page by clicking the Purchase History quick link on the Home tab.

The screenshot shows the DAIKIN iSupplier Portal interface. At the top, there is a navigation bar with tabs for Supplier Home, Orders, Shipments, Planning, Finance, Product, and Administration. The 'Orders' tab is selected. Below the navigation bar, there is a sub-navigation bar with tabs for Purchase Orders, Work Orders, Agreements, View Requests, Purchase History, Informations, RFQ, Deliverables, and Timecards. The 'Purchase History' tab is selected. The main content area is titled 'Purchase Order Revision History' and includes an 'Export' button. Below the title is a 'Simple Search' section with a 'Go' button and a 'Clear' button. The search form contains the following fields: PO Number (1177555), Release Number, Rev, Document Type, Creation Date, Revised Date, and Operating Unit. Below the search form is a table with the following columns: PO Number, Rev, Operating Unit, Description, Buyer, Creation Date, Revised Date, Currency, Total, Ship-To Location, Compare to Original PO, Compare to Previous PO, and Show all PO Changes. The table contains one row with the following data: PO Number 1177555, Rev 2, Operating Unit MCQUAY US OU, Description, Buyer, Creation Date 20-Sep-2019 10:54:25, Revised Date 26-Sep-2019 10:06:36, Currency USD, Total 270,000.00. The 'Compare to Original PO' button is highlighted with a red box and labeled with a yellow box containing the number 3.

- 2) Enter your search criteria and click Go, see 2 above. To display all POs, do not enter search criteria.

*The results list displays purchase orders which match the criteria entered. The revision number associated with each PO is displayed in the **Rev** column.*

- 3) Click the  icon associated with a compare option, see 3 above.

The PO Comparison Result Page is displayed as shown on the next page.

Supplier Home **Orders** Shipments Planning Finance Product Administration

Purchase Orders Work Orders Agreements View Requests **Purchase History** Work Confirmations RFQ Deliverables Timecards

Orders: Purchase History >

PO Comparison Result

4

[Compare to Previous PO](#) [Show All PO Changes](#) [Export](#)

PO Number 1177555	Ship-To Location	Bill-To Location
Revision 2	Ship Via	Payment Terms .5/10 NET 30 D5
Type Standard PO	FOB ORIGIN	Freight COLLECT
Currency USD	Total 270,000.00	Buyer

Compare to Original PO

TIP Changes made to contract clauses and deliverables are not shown below. Click Show All PO Changes to review contract changes in each revision

Comparisons are sorted by Revision, Line and Shipment.

Revision	Line	Item/Job	Shipment	Price Differential	Enabled Organization	Field Altered	Changed From	Changed To
2						Acceptance Due Date	20-Sep-2019 00:00:00	28-Sep-2019 00:00:00

Print Document Revisions

Revision Number

5

[Return to Orders: Purchase History](#)

- 4) To view another revision, click the associated action button, see 4 above.
- 5) To view or print a revision, enter the revision number and click Go, see 5 above.