

**iSupplier - Chinese**  
**Created on 9/18/2016 10:05:00 PM**

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## iSupplier - Chinese

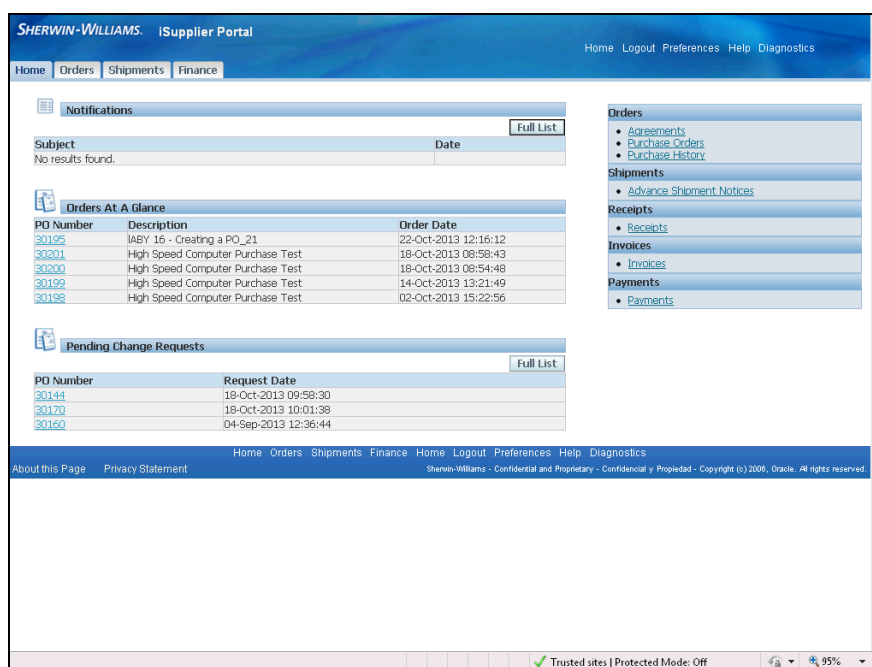
### XX iSupplier - Chinese

买方-中文

查看采购订单

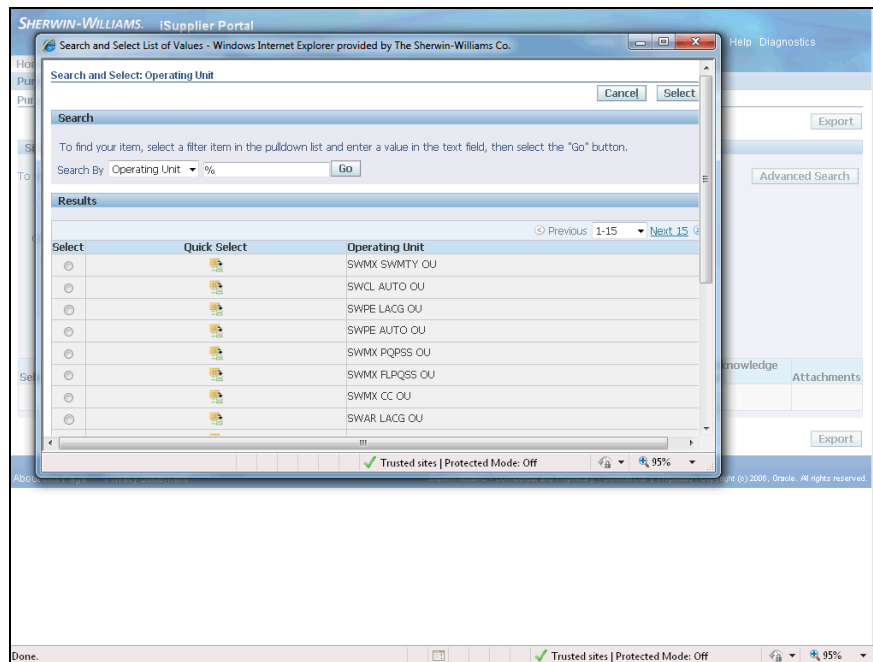
Procedure


此任务说明如何查看采购订单。

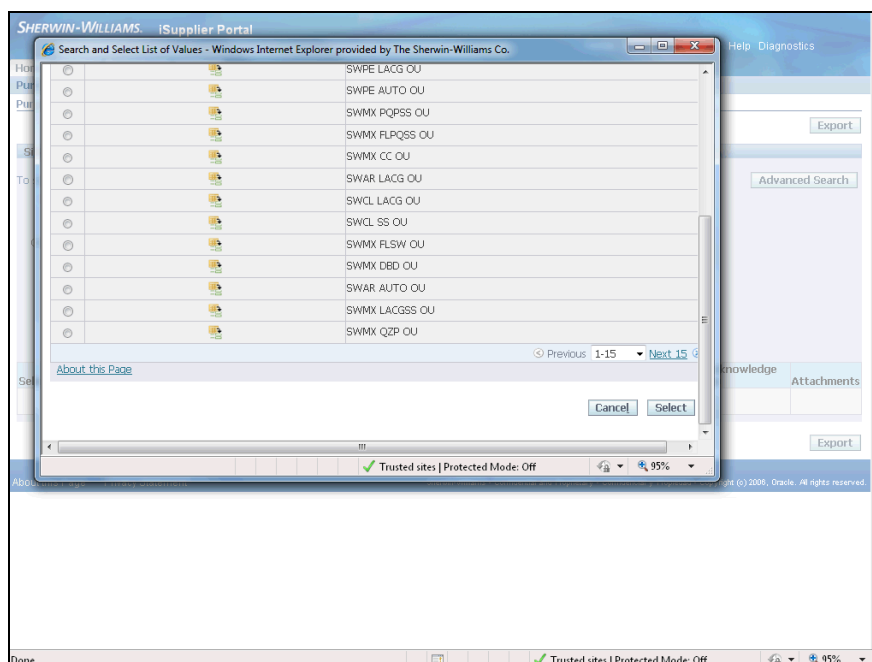


Step	Action
1.	<p>点击<b>Orders</b>链接。</p> 
2.	<p>需要对<b>Purchase Orders</b>进行搜索。</p> <p>您需要输入<b>PO Number</b>或<b>Supplier</b>作为搜索条件。也可以输入其它所需要的条件。</p>
3.	<p>点击<b>Search for Operating Unit</b>按钮。</p> 

Step	Action
4.	点击 <b>Search By</b> 字段。 
5.	输入所需信息到 <b>Search By</b> 字段中。 输入"%".
6.	点击Go按钮。 
7.	<b>Operating Unit</b> 列表显示。您可以通过在行上点击 <b>Select</b> 字段来选择, 或者通过点击 <b>Quick Select</b> 链接进行选择。

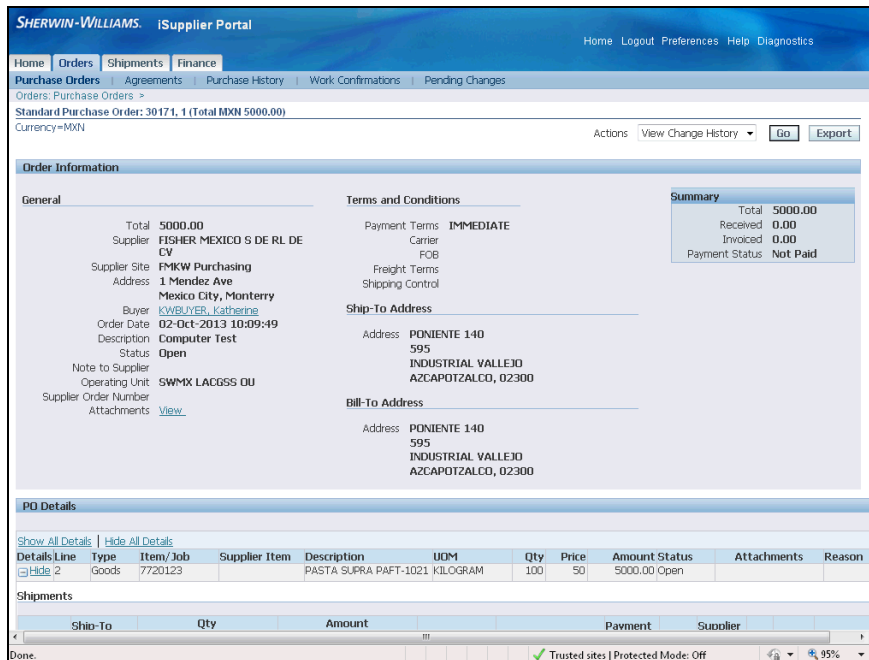


Step	Action
8.	向下滚动页面来找到正确的 <b>Operating Unit</b> 。 Click the <b>Vertical</b> scrollbar. 



Step	Action
9.	<p>选择<b>Operating Unit</b>。</p> <p>点击<b>Quick Select</b>按钮。</p> 
10.	<p>点击<b>Search for Supplier</b>按钮。</p> 
11.	<p>点击<b>Search By</b>字段。</p> <input type="text"/>
12.	<p>输入部分名称加%到<b>Search By</b>字段中。</p> <p>输入“<b>fish</b>%”。</p>
13.	<p>点击Go按钮。</p> 
14.	<p>搜索返回正确的<b>Supplier</b>名称。</p> <p>点击<b>Quick Select</b>按钮。</p> 
15.	<p>输入足够的条件搜索<b>Purchase Order</b>列表。</p>

Step	Action
16.	<p>点击Go按钮。</p> 
17.	<p>向下滚动页面就能够找到您要查看的采购订单。</p> <p>点击Vertical滚动条。</p> 
18.	<p>选择Purchase Order号。</p> <p>点击30171的链接。</p> <p><a href="#">30171</a></p>
19.	<b>Purchase Order</b> 显示抬头和行的汇总信息。
20.	<p>单击Show链接。</p> <p>要查看Details, 请单击Show链接。</p> <p></p>



**SHERWIN-WILLIAMS iSupplier Portal**



Home Logout Preferences Help Diagnostics

**Purchase Orders** | Agreements | Purchase History | Work Confirmations | Pending Changes

Orders: Purchase Orders >

Standard Purchase Order: 30171, 1 (Total MXN 5000.00)

Currency=MXN


Actions View Change History  

**Order Information**

General	Terms and Conditions	Summary
<p>Total 5000.00</p> <p>Supplier FISHER MEXICO S DE RL DE CV</p> <p>Supplier Site FMKW Purchasing</p> <p>Address 1 Mendez Ave Mexico City, Monterrey</p> <p>Buyer KWBLYER, Katherine</p> <p>Order Date 02-Oct-2013 10:09:49</p> <p>Description Computer Test</p> <p>Status Open</p> <p>Note to Supplier</p> <p>Operating Unit SWMX LAC655 OU</p> <p>Supplier Order Number</p> <p>Attachments <a href="#">View</a></p>	<p>Payment Terms IMMEDIATE</p> <p>Carrier</p> <p>FOB</p> <p>Freight Terms</p> <p>Shipping Control</p> <p><b>Ship-To Address</b></p> <p>Address PONIENTE 140 595 INDUSTRIAL VALLEJO AZCAPOTZALCO, 02300</p> <p><b>Bill-To Address</b></p> <p>Address PONIENTE 140 595 INDUSTRIAL VALLEJO AZCAPOTZALCO, 02300</p>	<p>Total 5000.00</p> <p>Received 0.00</p> <p>Invoiced 0.00</p> <p>Payment Status Not Paid</p>

**PO Details**

[Show All Details](#) | [Hide All Details](#)


Details/Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
 Hide 2	Goods	7720123		PASTA SUPRA PAFT-1021	KILOGRAM	100	50	5000.00	Open		

**Shipments**

Ship-To	Qty	Amount	Payment	Supplier
Done.				

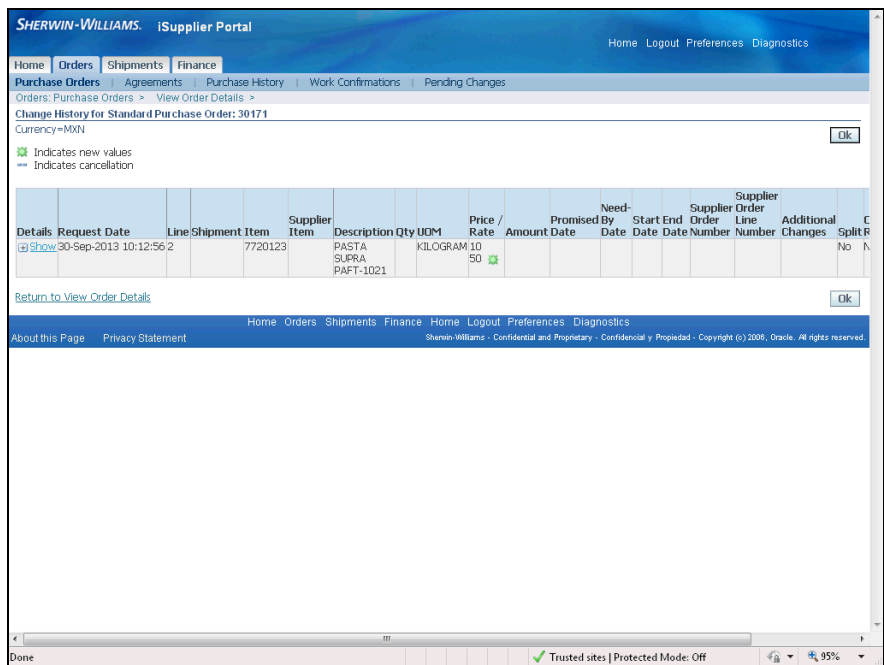
Trusted sites | Protected Mode: Off

95%

Step	Action
21.	<p>向下滚动查看Detail信息。</p> 

Step	Action
22.	采购订单的变更可以通过 <b>Actions</b> 来查阅。

Step	Action
23.	点击 <b>Actions</b> 按钮。 ▼
24.	点击 <b>View Change History</b> 列表项。 <b>View Change History</b>
25.	点击Go按钮。 <b>Go</b>
26.	显示所选择的采购订单的 <b>Change History</b> 的汇总信息。



Step	Action
27.	单击 <b>Show</b> 链接。 要查看 <b>Details</b> , 请点击 <b>Show</b> 链接。  <a href="#">Show</a>
28.	查看后, 单击 <b>Hide</b> 链接。  <a href="#">Hide</a>
29.	单击 <b>Return to View Order Details</b> 链接。 <a href="#">Return to View Order Details</a>



**SHERWIN-WILLIAMS iSupplier Portal**

Home Logout Preferences Help Diagnostics

Home Orders Shipments Finance

Purchase Orders | Agreements | Purchase History | Work Confirmations | Pending Changes

Orders: Purchase Orders >

Standard Purchase Order: 30171.1 (Total MXN 5000.00)

Currency=MXN

Actions View Change History Go Export

**Order Information**

General	Terms and Conditions	Summary
<b>Total</b> 5000.00 <b>Supplier</b> FISHER MEXICO S DE RL DE CV <b>Supplier Site</b> FMKW Purchasing <b>Address</b> 1 Mendez Ave <b>Mexico City, Monterrey</b> <b>Buyer</b> KWBUEY, Katherine <b>Order Date</b> 02-Oct-2013 10:09:19 <b>Description</b> Computer Test <b>Status</b> Open <b>Note to Supplier</b> <b>Operating Unit</b> SWMX LACGSS OU <b>Supplier Order Number</b> <b>Attachments</b> <a href="#">View</a>	<b>Payment Terms</b> IMMEDIATE <b>Carrier</b> <b>FOB</b> <b>Freight Terms</b> <b>Shipping Control</b> <b>Ship-To Address</b> <b>Address</b> PONIENTE 140 <b>595</b> <b>INDUSTRIAL VALLEJO</b> <b>AZCAPOTZALCO, 02300</b> <b>Bill-To Address</b> <b>Address</b> PONIENTE 140 <b>595</b> <b>INDUSTRIAL VALLEJO</b> <b>AZCAPOTZALCO, 02300</b>	<b>Total</b> 5000.00 <b>Received</b> 0.00 <b>Invoiced</b> 0.00 <b>Payment Status</b> Not Paid

**PO Details**

[Show All Details](#) | [Hide All Details](#)

Details	Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
<a href="#">Show</a>	2	Goods	7720123		PASTA SUPRA PAFT-1021	KILOGRAM	100	50	5000.00	Open		

[Return to Orders: Purchase Orders](#)

Actions View Change History Go Export

Home Orders Shipments Finance Home Logout Preferences Help Diagnostics

Trusted sites | Protected Mode: Off

Step	Action
30.	要查看其他采购订单， 点击 <a href="#">Return to Orders: Purchase Orders</a> 链接。 <a href="#">Return to Orders: Purchase Orders</a>
31.	您将返回到刚才输入搜索条件的Search页面，依然有效。再次点击Go按钮就可以查阅Purchase Order列表。
32.	此任务说明如何查阅采购订单。 <b>End of Procedure.</b>

## 查看，拒绝或接受供应商变更请求

### Procedure

此任务说明如何查看并接受或拒绝供应商变更请求。

Step	Action
1.	<a href="#">iSupplier Portal Home</a> 显示Pending Change Requests的列表。选择要查看的PO Number，接受或拒绝。

**SHERWIN-WILLIAMS iSupplier Portal**

Home Logout Preferences Help Diagnostics

Home Orders Shipments Finance

**Notifications**

Subject Date Full List

No results found.

**Orders At A Glance**

PO Number	Description	Order Date
<a href="#">30201</a>	High Speed Computer Purchase Test	18-Oct-2013 08:58:43
<a href="#">30200</a>	High Speed Computer Purchase Test	18-Oct-2013 08:54:48
<a href="#">30199</a>	High Speed Computer Purchase Test	14-Oct-2013 13:21:49
<a href="#">30198</a>	High Speed Computer Purchase Test	02-Oct-2013 15:22:56
<a href="#">30197</a>	High Speed Computer Purchase Test	02-Oct-2013 14:39:25

**Pending Change Requests**

PO Number	Request Date
<a href="#">30144</a>	18-Oct-2013 09:58:30
<a href="#">30195</a>	18-Oct-2013 07:57:33
<a href="#">30170</a>	18-Oct-2013 10:01:38
<a href="#">30160</a>	04-Sep-2013 12:36:44

Home Orders Shipments Finance Home Logout Preferences Help Diagnostics

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Step	Action
2.	<p>点击30195的链接</p> <p><a href="#">30195</a></p>
3.	<p>显示您选择的Purchase Order有关的Order Information。</p> <p>查看所做的更改，以确定是否要接受或拒绝更改。</p>

**SHERWIN-WILLIAMS iSupplier Portal**

Home Logout Preferences Diagnostics

Home Orders Shipments Finance

Purchase Orders Agreements Purchase History Work Confirmations Pending Changes

Respond to Supplier Changes for Standard Purchase Order: 30195.0 (Total MXN 16500.00)

Currency=MXN Cancel View Change History Submit

**Order Information**

**General**

Total 16500.00

Supplier FISHER MEXICO S DE RL DE CV

Supplier Site FMKW Purchasing

Address 1 Mendez Ave

Mexico City, Monterrey

Buyer KWBUYER, Katherine

Order Date 02-Oct-2013 12:48:35

Description IABY 16 - Creating a PO\_21

Note to Supplier

Attachments [View](#)

**Terms and Conditions**

Payment Terms Net 30

Carrier Method FOB

Freight Terms

**Ship-To Address**

Address POIENTE 140

595

AZCAPOTZALCO, 02300

**Bill-To Address**

Address POIENTE 140

595

AZCAPOTZALCO, 02300



**PO Details**

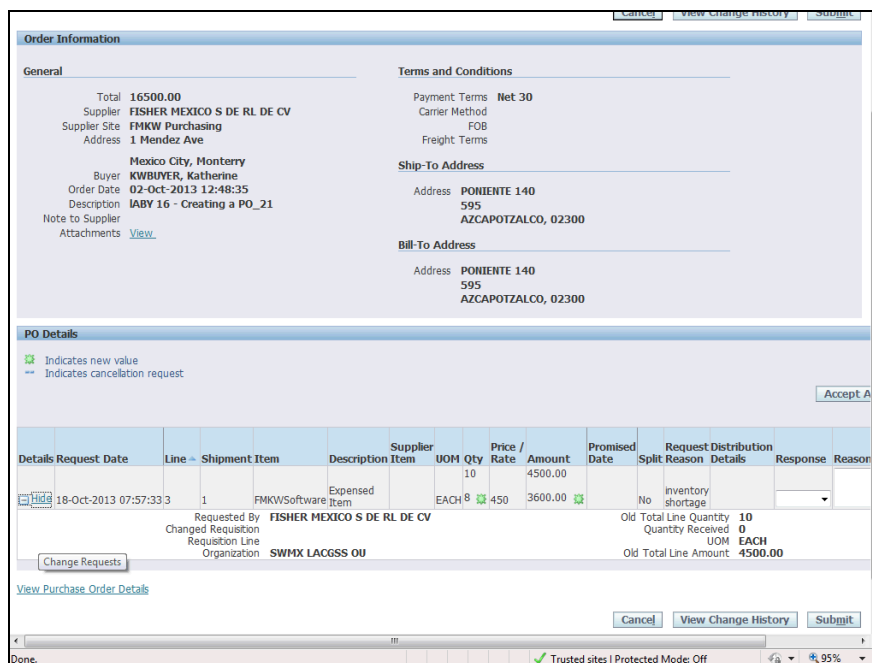
Indicates new value


Indicates cancellation request

Accept /

Details	Request Date	Line	Shipment	Item	Description	Supplier	UOM	Qty	Price / Rate	Amount	Promised Date	Split	Request Reason	Distribution Details	Response	Reason
<a href="#">Show</a>	18-Oct-2013 07:57:33	3	1	FMKW	Software Item	Expensed	EACH	10	450.00	4500.00		No	Inventory shortage			

Step	Action
4.	<p>向下滚动页面。</p> <p>点击<b>Vertical</b>滚动条。</p> 
5.	<p>查看<b>Details</b>。</p> <p>点击<b>Show</b>链接。</p> 



Step	Action
6.	<p>向右滚动来查阅该行中的其余字段。</p> <p>Click the <b>Horizontal</b> scrollbar.</p> 
7.	<p>查看所有的<b>Purchase Order</b>信息后您选择接受更改。</p>

Cancel View Change History Submit

16500.00  
FISHER MEXICO S DE RL DE CV  
FMKW Purchasing  
1 Mendez Ave  
Mexico City, Monterrey  
02-Oct-2013 12:48:35  
LABY 16 - Creating a PO\_21  
View

Terms and Conditions  
Payment Terms **Net 30**  
Carrier Method FOB  
Freight Terms

Ship-To Address  
Address **PONIENTE 140**  
595  
AZCAPOTZALCO, 02300

Bill-To Address  
Address **PONIENTE 140**  
595  
AZCAPOTZALCO, 02300

value  
relation request

Accept All Reject All


Date	Line	Shipment	Item	Description	Supplier	UOM	Qty	Price / Rate	Amount	Promised Date	Split Reason	Request Distribution	Details	Response	Reason	Cancel Backing Requisition	
18-Oct-2013 07:57:33	3	1	FMKW	Software Item	FISHER MEXICO S DE RL DE CV	EACH	8	450	3600.00		No	Inventory shortage					
										Old Total Line Quantity	10						
										Quantity Received	0						
										UOM	EACH						
										Old Total Line Amount	4500.00						

Requested By  
Changed Requisition  
Request Line  
Organization  
SWMX LACSS OU

Details

Cancel View Change History Submit

Done. Trusted sites | Protected Mode: Off 95%

Step	Action
8.	点击 <b>Accept All</b> 按钮。 
9.	如果您 <b>Reject</b> 所做的更改, 你就点击 <b>Reject All</b> 按钮。 <b>Reject</b> 将在 <b>Response</b> 字段中显示。

SHERWIN-WILLIAMS. iSupplier Portal

Home Logout Preferences Diagnostics

Home Orders Shipments Finance

Purchase Orders | Agreements | Purchase History | Work Confirmations | Pending Changes

Respond to Supplier Changes for Standard Purchase Order: 30195.0 (Total MXN 16500.00)  
Currency=MXN

Cancel View Change History Submit

Order Information

General  
Total **16500.00**  
Supplier **FISHER MEXICO S DE RL DE CV**  
Supplier Site **FMKW Purchasing**  
Address **1 Mendez Ave**  
Mexico City, Monterrey  
Buyer **KWBUYER, Katherine**  
Order Date **02-Oct-2013 12:48:35**  
Description **LABY 16 - Creating a PO\_21**  
Note to Supplier  
Attachments [View](#)

Terms and Conditions  
Payment Terms **Net 30**  
Carrier Method FOB  
Freight Terms

Ship-To Address  
Address **PONIENTE 140**  
595  
AZCAPOTZALCO, 02300

Bill-To Address  
Address **PONIENTE 140**  
595  
AZCAPOTZALCO, 02300


PO Details

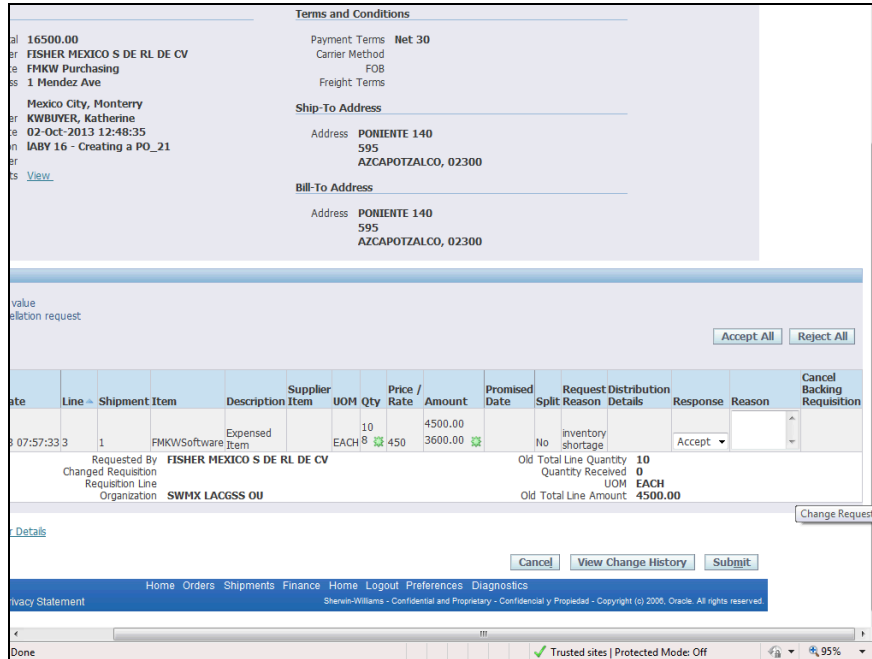
Indicates new value  
Indicates cancellation request

Accept All


Details	Request Date	Line	Shipment	Item	Description	Supplier	UOM	Qty	Price / Rate	Amount	Promised Date	Split Reason	Request Distribution	Details	Response	Reason	
Hide	18-Oct-2013 07:57:33	3	1	FMKW	Software Item	FISHER MEXICO S DE RL DE CV	EACH	8	450	3600.00		No	Inventory shortage		Accept		
										Old Total Line Quantity	10						

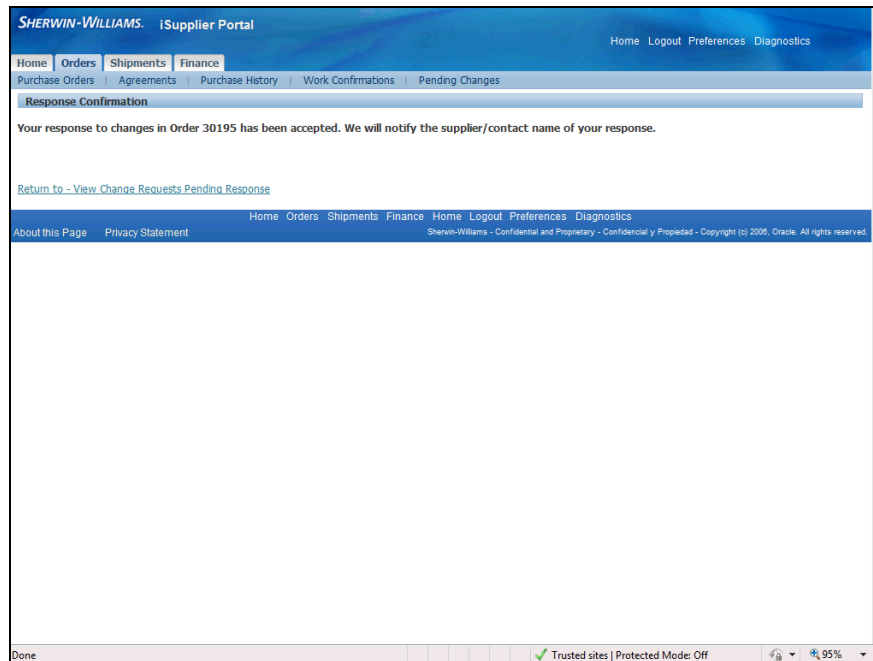
Requested By  
Done. Trusted sites | Protected Mode: Off 95%



Step	Action
10.	<p><b>Accept</b>显示在<b>Response</b>字段内。</p> <p>向下滚动页面。</p> 



The screenshot displays the Oracle iSupplier interface. At the top, there's a header with 'Terms and Conditions' and 'Payment Terms: Net 30'. Below this, the 'Ship-To Address' and 'Bill-To Address' are listed, both pointing to 'PONIENTE 140, 595, AZCAPOTZALCO, 02300'. A table of items is shown with columns: Line, Shipment Item, Description Item, Supplier, UOM, Qty, Price / Rate, Amount, Promised Date, Request Distribution, Response, Reason, and Cancel Backing Requisition. The first item is 'FIMKWS Software Expensed Item' with a quantity of 10 and a price of 450.00. The 'Response' column shows 'Accept'. At the bottom, there are buttons for 'Cancel', 'View Change History', and 'Submit'.

Step	Action
11.	<p>点击<b>Response</b>按钮。</p> 
12.	<p>点击<b>Accept</b>列表项。</p> 
13.	<p>点击<b>Submit</b>按钮。</p> 
14.	<p><b>Response Confirmation</b>说明你的响应已被接受。</p>

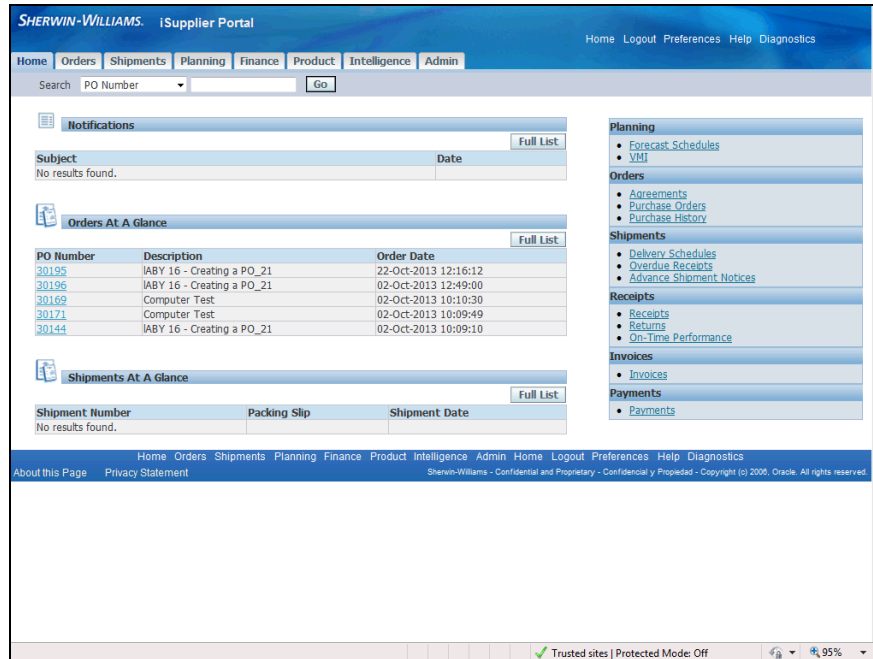


Step	Action
15.	<p>点击<b>Return to - View Change Requests Pending Response</b>链接。</p> <p><a href="#">Return to - View Change Requests Pending Response</a></p>
16.	<p><b>Orders Search</b>页面显示。</p> <p>搜索<b>Approval Status</b>是<b>Approved</b>的订单。</p>
17.	<p>点击按钮到右边的<b>Approval Status</b>字段。</p> <p></p>
18.	<p>点击<b>Approved</b>列表项。</p> <p><b>Approved</b></p>
19.	<p>点击Go按钮。</p> <p></p>
20.	<p><b>Order 30195</b>显示<b>Status</b>是<b>Approved</b>的。</p>
21.	<p>此任务展示了如何查看并接受或拒绝供应商变更请求。</p> <p><b>End of Procedure.</b></p>

查看收据。

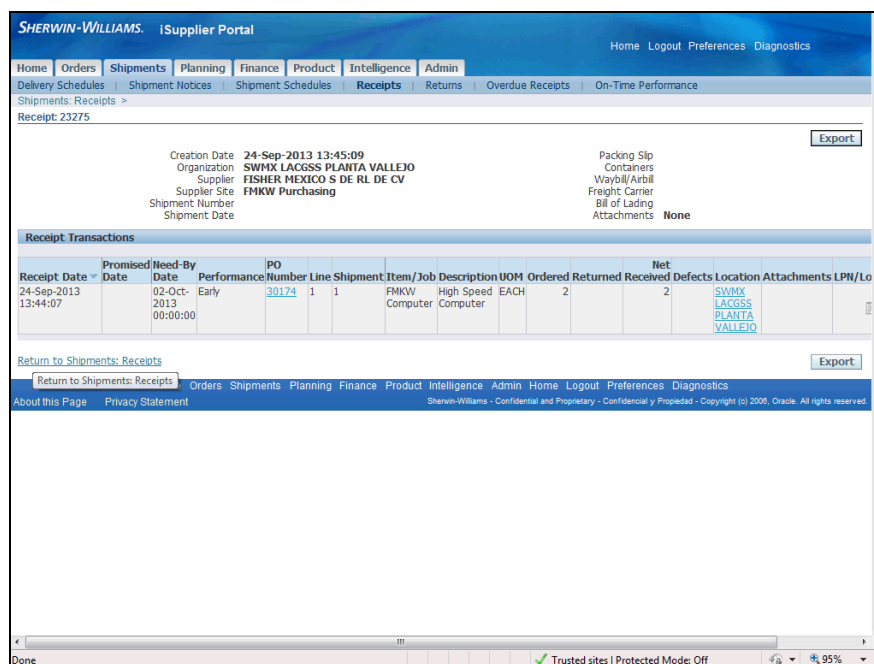
### Procedure

此任务说明如何查看收据。



Step	Action
1.	<p>点击<b>Shipments</b>选项。</p> 
2.	<p>点击<b>Receipts</b>链接。</p> 
3.	<p><b>View Receipts</b>页面会显示一个<b>Simple Search</b>区域。输入条件进行搜索。</p> <p>这个例子是通过<b>Organization</b>搜索。</p>
4.	<p>点击<b>Search for Organization</b>按钮。</p> 
5.	<p>在<b>Search and Select: Organization</b>窗口中, 点击<b>Search By</b>字段。</p> 
6.	<p>输入所需信息到<b>Search By</b>字段中。</p> <p>输入“%”。</p>
7.	<p>点击Go按钮。</p> 
8.	<p>滚动列表, 并从列表中选择相应的<b>Organization</b></p>
9.	<p>单击<b>Quick Select</b>按钮进行选择。</p> 

Step	Action
10.	<p>点击Go按钮。</p> <p><a href="#">Go</a></p>
11.	<p>点击<a href="#">Receipt</a>单号链接查看接收。</p>
12.	<p>点击<a href="#">23275</a>链接。</p> <p><a href="#">23275</a></p>
13.	<p><a href="#">Receipt</a>显示抬头和行信息。</p> <p>在行上可以链接到<b>PO Number</b>和<b>Location</b>。要查看信息, 请点击相应的链接。</p>



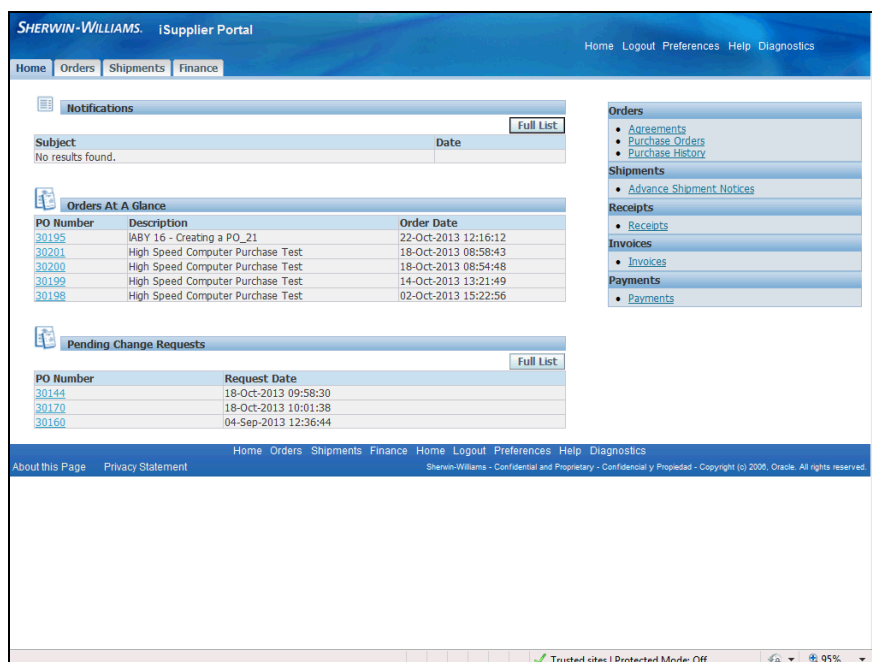
Step	Action
14.	<p>从列表中查看其他接收, 单击<a href="#">Return to Shipments: Receipts</a>链接。</p> <p><a href="#">Return to Shipments: Receipts</a></p>
15.	<p>此任务展示了如何查看收据。</p> <p><b>End of Procedure.</b></p>

## 查看和导出发票

### Procedure

此任务说明如何查看和导出发票信息。





Step	Action
1.	<p>点击<b>Finance</b>链接。</p> 
2.	<p>要搜索指定供应商的发票, 通过<b>Simple Search</b>在<b>Supplier</b>字段中输入供应商名称。</p>
3.	<p>点击<b>Supplier</b>字段。</p> 
4.	<p>输入所需信息到<b>Supplier</b>字段。输入“Fish%”。</p>
5.	<p><b>Supplier</b>名称显示,选择供应商。</p>
6.	<p>点击<b>FISHER MEXICO S DE RL DE CV</b></p> 
7.	<p>点击Go按钮。</p> 
8.	<p>搜索结果是按<b>Supplier</b>提交的 <b>Invoices</b>列表。</p>
9.	<p>向下滚动页面, 以查看列表。</p> <p>点击<b>Vertical</b>滚动条。</p> 

Step	Action
10.	<p>选择发票打开和查看。</p> <p>点击KWR_SEPT16_2链接。</p> <p><a href="#">KWR SEPT16 2</a></p>
11.	<p>可通过Invoice信息的抬头和每行的内容来查看。</p> <p><b>Scheduled Payments</b>和<b>Hold Reasons</b>可以通过点击相应的选项卡查看。您还可以导出此Invoice。</p>

**SHERWIN-WILLIAMS iSupplier Portal**

Home Logout Preferences Diagnostics

Home Orders Shipments Finance

View Invoices View Payments

Finance: View Invoices >

Standard Invoice: KWR\_SEPT16\_2 (Total MXN 16500.00)

Currency=MXN

**General**

Invoice Date: 16-Sep-2013  
Status: In-Process  
On Hold  
Batch  
Attachments: None  
Supplier: FISHER MEXICO S DE RL DE CV  
Supplier Site: FMKW3 Pay Site  
Address: Prolongacion Boxques Del Nogalar, Monterrey 99887

**Amount Summary**

Item: 16500.00  
Freight: 0.00  
Miscellaneous: 0.00  
Tax: 0.00  
Prepayment: 0.00  
Retainage: 0.00  
Withholding Tax: 0.00  
Total: 16500.00

**Payment Information**

Paid: 0.00  
Discount Taken: 0.00  
Due: 16500.00  
Status: Not Paid  
Payment Date  
Payment Term: Net 30

**Invoice Lines** | Scheduled Payments | Hold Reasons

Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item		10	EACH	450.00		4500.00	0.00	Approved	30143	3	1	KWBURER, Katherine	
2	Item		10	EACH	1200.00		12000.00	0.00	Approved	30143	2	1	KWBURER, Katherine	

Return to Finance: View Invoices

Home Orders Shipments Finance Home Logout Preferences Diagnostics

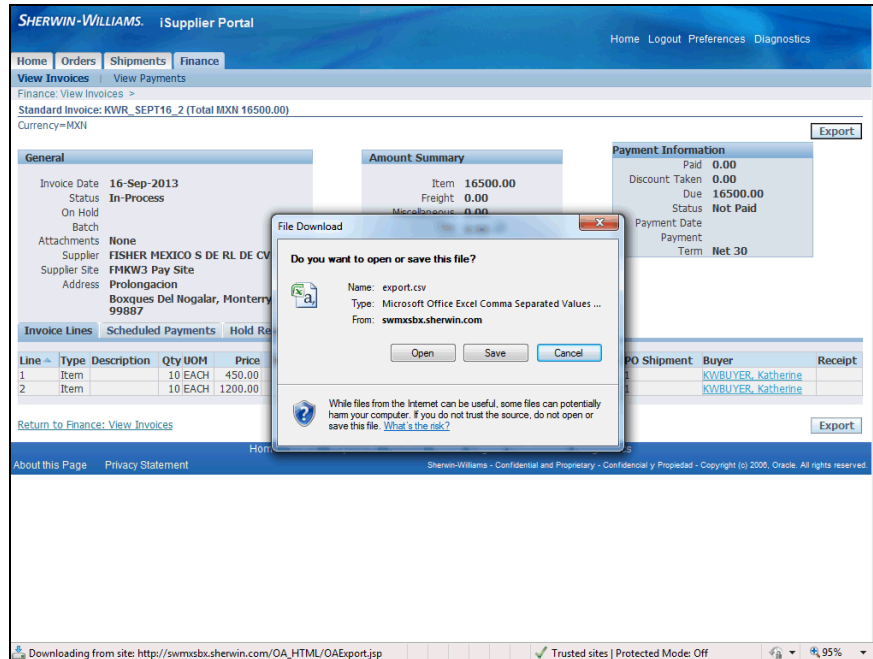
About this Page Privacy Statement

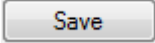
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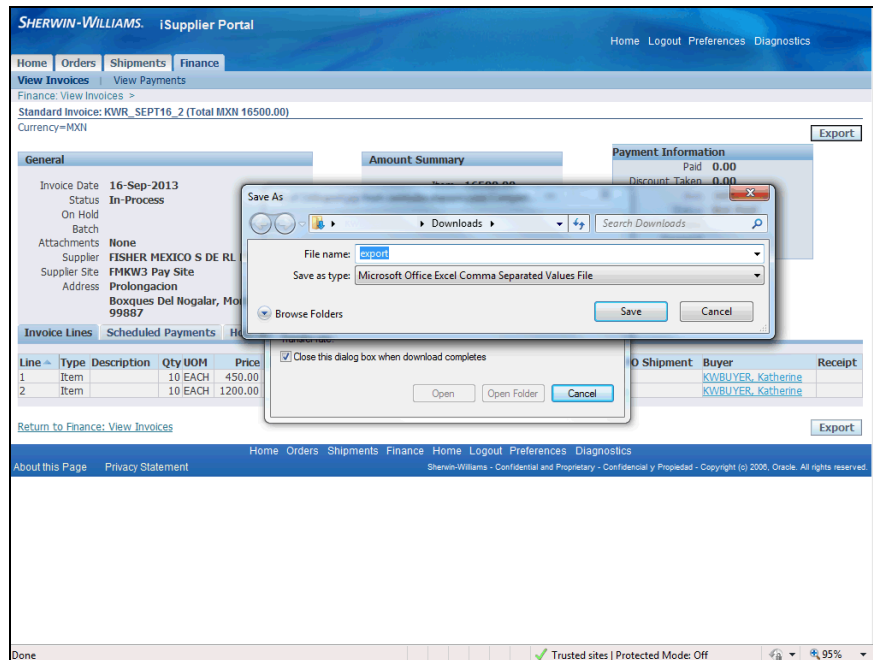
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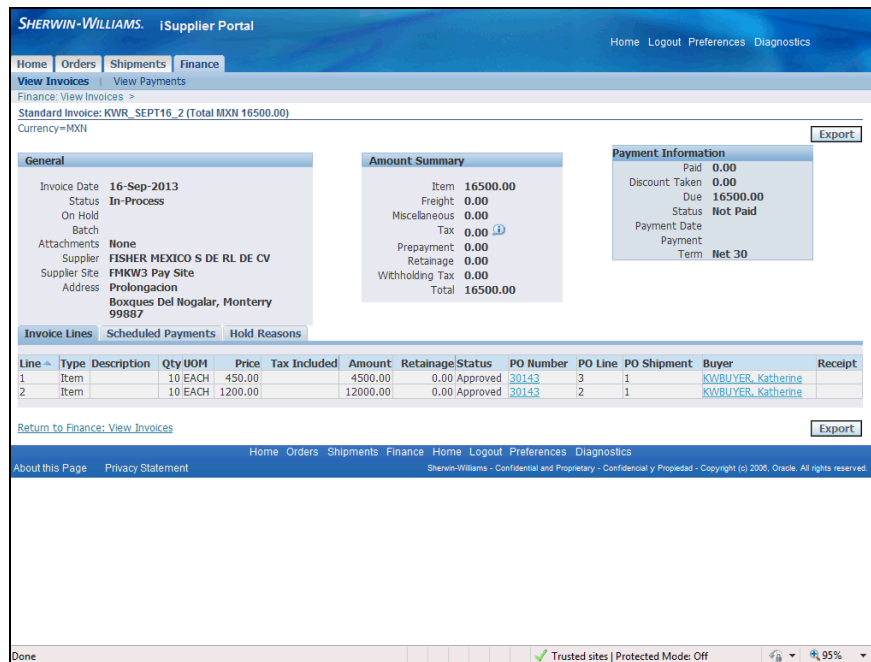
Step	Action
12.	<p>点击Export按钮。</p> <p><a href="#">Export</a></p>



Step	Action
13.	<p>点击Save按钮。</p> 



Step	Action
14.	<p>点击<b>Save</b>按钮。</p> 
	or Press <b>[Alt+S]</b> .



**SHERWIN-WILLIAMS iSupplier Portal**

Home Logout Preferences Diagnostics

Home Orders Shipments Finance

View Invoices View Payments

Finance: View Invoices >

Standard Invoice: KWR\_SEPT16\_2 (Total MXN 16500.00)

Currency=MXN

**General**

Invoice Date: 16-Sep-2013  
 Status: In-Process  
 On Hold:  
 Batch:  
 Attachments: None  
 Supplier: FISHER MEXICO S DE RL DE CV  
 Supplier Site: FHKW3 Pay Site  
 Address: Prolongacion Boxques Del Nogalar, Monterrey 99887

**Amount Summary**

Item	16500.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Prepayment	0.00
Retainage	0.00
Withholding Tax	0.00
Total	16500.00

**Payment Information**

Paid	0.00
Discount Taken	0.00
Due	16500.00
Status	Not Paid
Payment Date	
Payment Term	Net 30

**Invoice Lines** | Scheduled Payments | Hold Reasons

Line	Type	Description	Qty UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item		10 EACH	450.00		4500.00	0.00	Approved	30143	3	1	KWBURER, Katherine	
2	Item		10 EACH	1200.00		12000.00	0.00	Approved	30143	2	1	KWBURER, Katherine	

Return to Finance: View Invoices

Home Orders Shipments Finance Home Logout Preferences Diagnostics

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Done

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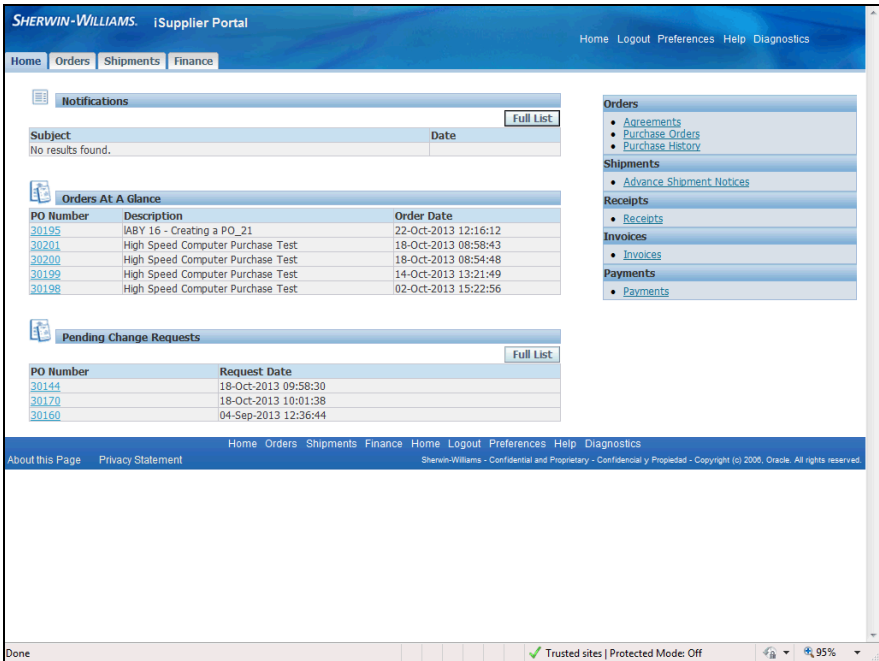
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Step	Action
15.	<p>要查看其他发票, 点击<b>Return to Finance: View Invoices</b>链接。</p> <p><a href="#">Return to Finance: View Invoices</a></p>
16.	<p>此任务展示了如何查看和导出发票信息。</p> <p><b>End of Procedure.</b></p>

## 查看支付信息

### Procedure

此任务说明如何查看支付信息。



Step	Action
1.	点击 <b>Finance</b> 选项。 <b>Finance</b>
2.	点击 <b>View Payments</b> 链接。 <b>View Payments</b>
3.	需要对付款进行 <b>Simple Search</b> 。可以查看 <b>Supplier</b> 的单个或所有付款。或者，您可以查看连接到 <b>Purchase Order</b> 或 <b>Invoice</b> 的付款。

SHERWIN-WILLIAMS. iSupplier Portal

Home Logout Preferences Diagnostics

Home Orders Shipments Finance

View Invoices View Payments

View Payments View Payments Export

Simple Search

To search, please enter at least one of the following search criteria: Payment Number, Supplier

Payment Number Status Supplier Supplier Site Payment Amount From Payment Date From To

Invoice Number PO Number Release Number

(example : 1234) (example : 23-Oct-2013)

Go Clear

Advanced Search

Payment Payment Date Currency Amount Method Status Status Date Bank Account Invoice PO Number Supplier Supplier Site

No search conducted.

Export

Home Orders Shipments Finance Home Logout Preferences Diagnostics

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Step	Action
4.	点击Search for Supplier按钮。 
5.	点击Search By字段。 
6.	输入所需信息到Search By字段中。 输入“%”。
7.	点击Go按钮。 
8.	点击Next10链接。 <a href="#">Next 10</a>
9.	点击Quick Select按钮。 
10.	要缩小搜索范围, 选择另一个字段输入标准。 在这个例子中, 选择Payment Date的时间段。
11.	点击Payment Amount From字段。 

Step	Action
12.	输入所需信息到 <b>Payment Amount From</b> 字段。  输入“50”。
13.	点击 <b>Payment Amount To</b> 字段。 
14.	输入所需信息到 <b>To</b> 字段。  输入“50000”。
15.	点击Go按钮。 
16.	符合搜索条件的 <b>Supplier Payments</b> 被列出。  从列表中选择要查看的 <b>Payment</b> 信息。
17.	点击 <b>134629</b> 的链接。 
18.	<b>Payment</b> 页面打开并显示有关 <b>Included Invoices</b> 的行信息。  您可以通过点击链接查看 <b>Invoice</b> 。
19.	点击 <b>TH_2013</b> 的链接。 
20.	<b>Standard Invoice</b> 打开发票抬头和行信息。  在行上有 <b>PO Number</b> 和 <b>Buyer</b> 的链接 可以让你选择查看更多细节。
21.	点击 <b>PO Number 30184</b> 的链接。 
22.	可查看 <b>Standard Purchase Order</b> 。  要查看 <b>Purchase Order</b> 的 <b>Details</b> , 请单击 <b>Show</b> 的链接。

**SHERWIN-WILLIAMS. iSupplier Portal** Home Logout Preferences Help Diagnostics

Home Orders Shipments Finance

View Invoices View Payments

Finance: View Payments > Payment Details > Invoice Details >

Standard Purchase Order: 30184, 1 (Total MXN 3900.00)

Currency=MXN Actions View Change History Go Export

---

**Order Information**

General	Terms and Conditions	Summary
<b>Total</b> 3900.00 <b>Supplier</b> INDUSTRIA METALICA DEL ENVASE SA DE CV <b>Supplier Site</b> LAGSS PKG MXN <b>Address</b> CARR. TEOLO-HUEHUETOCA S/N <b>HUEHUETOCA, MEX 54680</b> <b>Buyer</b> KVBUYER, Katherine <b>Order Date</b> 26-Sep-2013 09:56:20 <b>Description</b> High Speed Computer <b>Purchase Test</b> <b>Status</b> Accepted <b>Note to Supplier</b> <b>Operating Unit</b> SWMX LAGSS OU <b>Supplier Order Number</b> <b>Attachments</b> None	<b>Payment Terms</b> IMMEDIATE <b>Carrier</b> <b>FOB</b> <b>Freight Terms</b> <b>Shipping Control</b> <b>Ship-To Address</b> <b>Address</b> PONIENTE 140 595 <b>INDUSTRIAL VALLEJO</b> <b>AZCAPOTZALCO, 02300</b> <b>Bill-To Address</b> <b>Address</b> PONIENTE 140 595 <b>INDUSTRIAL VALLEJO</b> <b>AZCAPOTZALCO, 02300</b>	<b>Total</b> 3900.00 <b>Received</b> 3900.00 <b>Invoiced</b> 3900.00 <b>Payment Status</b> Paid

---

**PO Details**

Show All Details Hide All Details

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
1	Goods	FMKW Computer		High Speed Computer	EACH	3	1300	3900.00	Open		

Return to Invoice Details Actions View Change History Go Export

Home Orders Shipments Finance Home Logout Preferences Help Diagnostics

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Step	Action
23.	点击 <a href="#">Return to Invoice Details</a> 的链接。 <a href="#">Return to Invoice Details</a>

**SHERWIN-WILLIAMS. iSupplier Portal** Home Logout Preferences Diagnostics

Home Orders Shipments Finance

View Invoices View Payments

Finance: View Payments > Payment Details >

Standard Invoice: TH\_2013 (Total MXN 4524.00)

Currency=MXN Export

---

General	Amount Summary	Payment Information
<b>Invoice Date</b> 26-Sep-2013 <b>Status</b> Approved <b>On Hold</b> <b>Batch</b> <b>Attachments</b> View <b>Supplier</b> INDUSTRIA METALICA DEL ENVASE SA DE CV <b>Supplier Site</b> LAGSS PKG MXN <b>Address</b> CARR. TEOLO-HUEHUETOCA S/N <b>HUEHUETOCA, MEX 54680</b>	<b>Item</b> 3900.00 <b>Freight</b> 0.00 <b>Miscellaneous</b> 0.00 <b>Tax</b> 624.00 <b>Prepayment</b> 0.00 <b>Retainage</b> 0.00 <b>Withholding Tax</b> 0.00 <b>Total</b> 4524.00	<b>Paid</b> 4524.00 <b>Discount Taken</b> 0.00 <b>Due</b> 0.00 <b>Status</b> Paid <b>Payment Date</b> 25-SEP-2013 23:00:00 <b>Payment</b> 134629 <b>Term</b> IMMEDIATE

---

**Invoice Lines** Scheduled Payments Hold Reasons

Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item		3	EACH	1300.00		3900.00	0.00	Approved	30184	1	1	KVBUYER, Katherine	
2	Tax	SWMX FEDERAL - SWMX IVA					624.00	0.00	Approved					

Return to Payment Details Export

Home Orders Shipments Finance Home Logout Preferences Diagnostics

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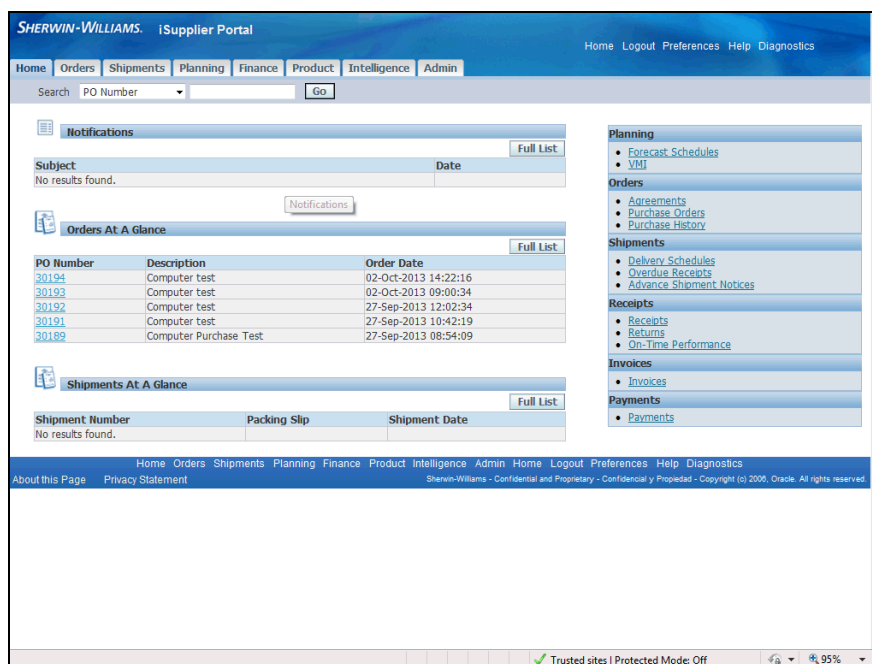
Step	Action
24.	要查看其他支付信息, 请点击 <b>Finance: View Payments</b> 链接。 <a href="#">Finance: View Payments</a>
25.	此任务展示了如何查看支付信息。 <b>End of Procedure.</b>

## 查看寄售库存

### Procedure

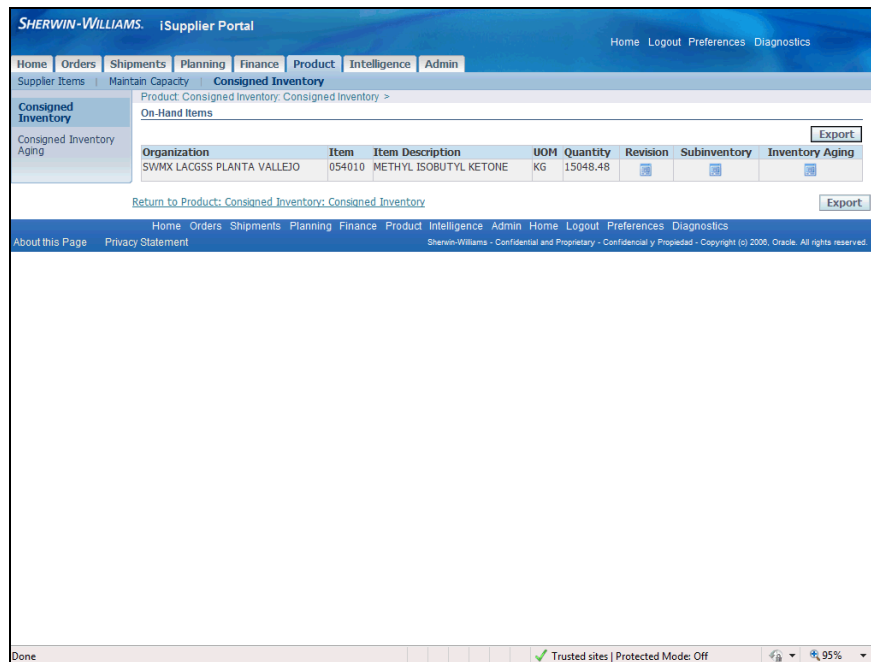
此任务说明如何查看寄售库存。

此功能仅在完全访问视图中可用。



Step	Action
1.	点击 <b>Product</b> 选项。 <a href="#">Product</a>
2.	点击 <b>Consigned Inventory</b> 链接。 <a href="#">Consigned Inventory</a>
3.	使用 <b>Simple Search</b> 通过 <b>Item</b> 来查看 <b>Consigned Inventory</b> 。 点击 <b>Item</b> 字段。 <input type="text"/>

Step	Action
4.	输入代码到 <b>Item</b> 字段。  输入“054010”。
5.	点击Go按钮。 
6.	<b>Simple Search</b> 结果包括 <b>Organizations</b> 的寄售产品的库存清单。  有多个可用视图, 包含了一些其它信息。
7.	点击 <b>Consigned On-Hand</b> 按钮。 
8.	显示选定的 <b>Organization</b> 的 <b>On-Hand Items</b> 数量。  <b>Revision, Subinventory, 和 Inventory Aging</b> 都可以通过单击相应的链接进行查看。



Step	Action
9.	点击 <b>Return to Product: Consigned Inventory: Consigned Inventory</b> 链接。 <a href="#">Return to Product: Consigned Inventory: Consigned Inventory</a>

Step	Action
10.	<p>点击Go按钮。</p> 
11.	<p>点击<b>Consigned Shipments</b>按钮。</p> 
12.	<p>显示所选<b>Organization</b>的产品<b>Consigned Shipments</b>。</p> <p><b>Purchase Order</b>和<b>Ship-To Location</b>信息都可以通过单击相应的链接进行查看。</p>
13.	<p>点击<b>Product: Consigned Inventory: Consigned Inventory</b>链接。</p> 
14.	<p>点击Go按钮。</p> 
15.	<p>点击<b>Consumption Advices</b>按钮。</p> 
16.	<p>显示所选<b>Organization</b>的<b>Consumption Advices</b>。</p> <p><b>Purchase Order</b>和<b>Buyer</b>信息都可以通过单击相应的链接进行查看。</p>
17.	<p>点击<b>Product: Consigned Inventory: Consigned Inventory</b>链接。</p> 

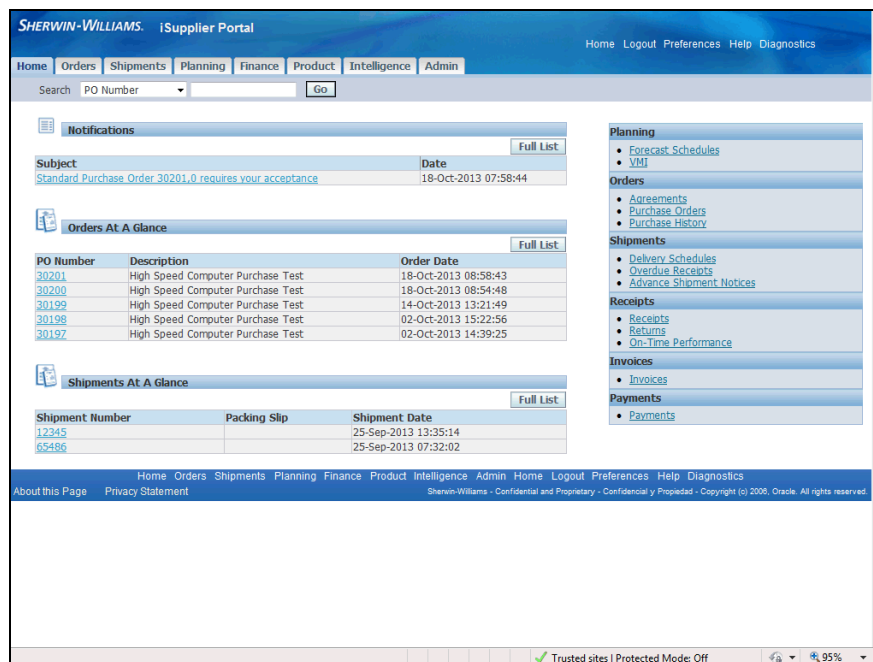
Step	Action
18.	<p>点击Go按钮。</p> 
19.	<p>点击<b>Consigned Receipts</b>按钮。</p> 
20.	<p><b>Consigned Receipts</b>显示<b>Organization. Receipt Number</b>和<b>PO Number</b>的链接可查看其它信息。</p>
21.	<p>点击<b>Product: Consigned Inventory: Consigned Inventory</b>链接。</p> 
22.	<p>点击Go按钮。</p> 
23.	<p>点击<b>Consigned Returns</b>按钮。</p> 
24.	<p>显示所选<b>Organization</b>的 <b>Returns Summary</b>。</p> <p>点击相应的链接, 可以根据<b>Receipt Number</b>查看<b>Receipts</b>, 通过<b>PO Number</b>查看<b>Purchase Orders</b>。</p>
25.	<p>点击<b>Product: Consigned Inventory: Consigned Inventory</b>链接。</p> 
26.	<p>点击Go按钮。</p> 
27.	<p>点击<b>Material Transactions</b>按钮。</p> 
28.	<p><b>Material Transactions</b>显示所选<b>Organization</b>的事务处理。</p> <p>您可以通过点击相应的链接查看每笔事务处理的<b>Location</b>信息。</p>
29.	<p>点击<b>Product: Consigned Inventory: Consigned Inventory</b>链接。</p> 
30.	<p>此任务展示了如何查看寄存库存。</p> <p><b>End of Procedure.</b></p>

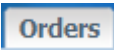
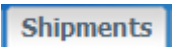
转到iSupplier职责。

## Procedure

此任务说明如何浏览iSupplier功能。不会向您展示如何执行特定的任务。

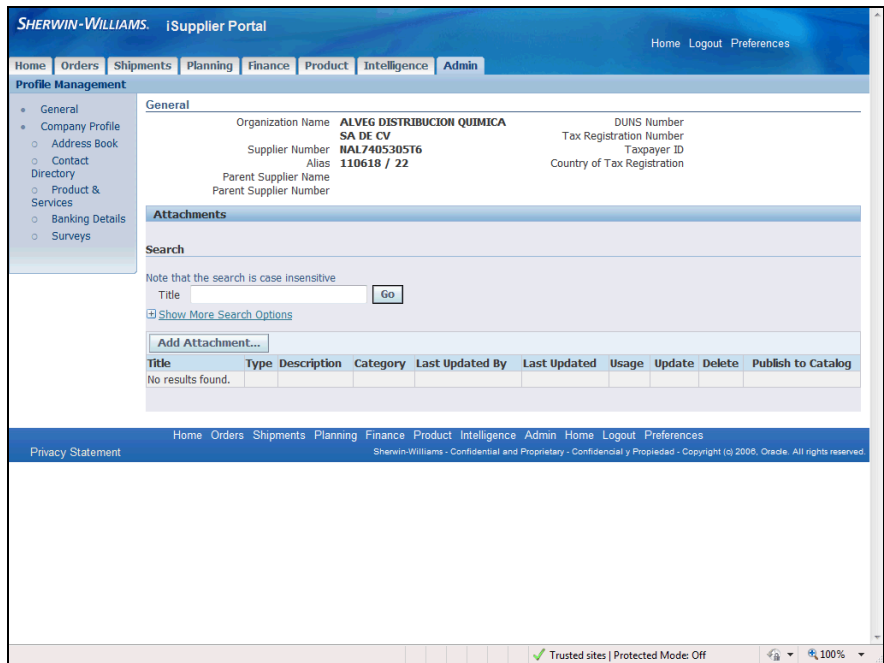
Step	Action
1.	<b>iSupplier Home</b> 主页包括 <b>Tabs, Links</b> 和 <b>Buttons</b> , 让您访问包含不同领域的信息。在该页面中, 您可以访问有关 <b>Orders, Shipments, Deliveries, Receipts, Invoices</b> 和 <b>Payments</b> 信息。 <b>Notifications</b> 也可以查看。



Step	Action
2.	点击 <b>Orders</b> 标签。 
3.	<b>Orders</b> 标签中默认设置为 <b>View All Purchase Orders</b> 。  每个 <b>Purchase Order</b> 行给出的链接可以查看 <b>PO Number</b> , <b>Rev</b> 以及 <b>Buyer</b> 的联系信息等相关信息。您可以通过点击相应的链接访问这些信息。
4.	点击 <b>Shipments</b> 选项。 
5.	在 <b>Shipments</b> 页面打开 <b>Delivery Schedules</b> 。您还可以通过点击 <b>Shipments</b> 标签下面的的行相应的链接以查看 <b>Shipment Notices, Receipts, Overdue Receipts, and On-Time Performances</b> 。

Step	Action
6.	<p><b>Shipments</b>选项要求输入条件来查询所需要的列表。你可以或多或少地输入所需条件进行操作。</p> <p>在这个页面, 例如, 如果输入<b>Organization</b>信息, 然后点击<b>Go</b>, 搜索将出现所有该<b>Organization</b>的<b>Delivery Schedules</b>的清单。</p>
7.	<p>点击<b>Shipment Notices</b>链接。</p> <p><b>Shipment Notices</b></p>
8.	<p><b>Shipment Notices</b>, 您可以<b>Create Advance Shipment Notices</b>, <b>Create Advance Shipment Billing Notices</b>, 或<b>View/Cancel Advance Shipment and Billing Notices</b>。选择适当的链接打开你所需要的信息区。</p>
9.	<p>点击<b>Receipts</b>链接。</p> <p><b>Receipts</b></p>
10.	<p><b>Receipts</b>链接需要对信息进行查询。可通过<b>Receipt Number</b>, <b>PO Number</b>或其他条件进行搜索, 点击<b>Go</b>。您的收货信息就会显示出来。</p>
11.	<p>点击<b>Finance</b>链接。</p> <p><b>Finance</b></p>
12.	<p>打开<b>Finance</b>选项到<b>Create Invoices</b>页面。此页面用于创建和提交发票输入信息。</p> <p><b>View Invoices</b>和<b>View Payments</b>链接可用。</p>
13.	<p>点击<b>View Invoices</b>链接。</p> <p><b>View Invoices</b></p>
14.	<p>需要对<b>View Invoices</b>进行搜索。输入所需的搜索条件, 点击<b>Go</b>。</p>
15.	<p>点击<b>View Payments</b>链接。</p> <p><b>View Payments</b></p>
16.	<p>这里也需要进行搜索。如果没有<b>Payment Number</b>, 可以通过<b>Invoice Number</b>或<b>PO Number</b>搜索, 也可根据需要输入其他标准。</p>

Step	Action
17.	<p>点击<b>Admin</b>链接。</p> <p><b>Admin</b></p>
18.	<p>您的公司简介在此选项卡中。</p> <p>在页面的左侧的菜单中，您可以编辑或更新您的<b>Address Book</b>，添加或更改您的<b>Contact Directory</b>，并可改变<b>Banking Details</b>。</p>



Step	Action
19.	返回到Home页面。  点击Home链接。 <a href="#">Home</a>
20.	页面右侧的菜单可以用来访问相关信息。  有些信息可通过选项卡进入, 也可由此菜单中的链接来访问。
21.	<b>Notifications, Orders at a Glance, 和Shipments at a Glance</b> 在页面的主要区域可用。  如果列表中的这些项目有扩展信息, 可点击 <b>Full List</b> 按钮查看该类别的所有信息。
22.	打开通知列表, 请点击 <b>Standard Purchase Order 30201,0 requires your acceptance</b> 链接。 <a href="#">Standard Purchase Order 30201,0 requires your acceptance</a>



**SHERWIN-WILLIAMS iSupplier Portal** Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Standard Purchase Order 30201.0 requires your acceptance Accept Reject

From: KWBUEYER, Katherine  
To: INDUSTRIA METALICA DEL ENVASE SA DE CV  
Sent: 18-Oct-2013 08:58:44  
ID: 13347738

**SWMX CIA LE**  
PONIENTE 140 No. 595  
COLONIA INDUSTRIAL VALLEJO  
DELEGACION AZCAPOTZALCO  
MEXICO DF 02300  
Mexico

**Supplier:**  
INDUSTRIA METALICA DEL ENVASE SA DE CV  
CARR. TEOLO-HUEHUETOCA  
S/N  
HUEHUETOCA,MEX 54680  
Mexico

**Ship To:**  
SWMX LACG Operating Unit and  
Inventory Organizations Location  
PONIENTE 140  
595  
INDUSTRIAL VALLEJO  
AZCAPOTZALCO, 02300  
Mexico

**Bill To:**  
SWMX LACG Operating Unit and  
Inventory Organizations Location  
PONIENTE 140  
595  
INDUSTRIAL VALLEJO  
AZCAPOTZALCO, 02300  
Mexico

**Purchase Order**  
Purchase Order No. 30201  
Revision 0


Date Of Order 18-OCT-2013  
Date Of Revision  
Buyer KWBUEYER, Katherine  
Buyer

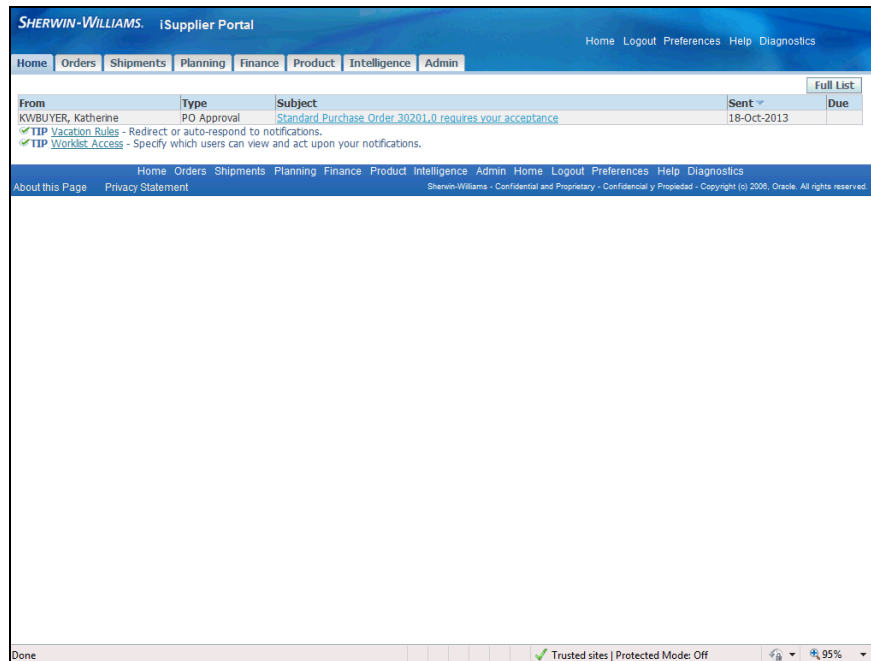
Customer Acct. No. Supplier No. Payment Terms Freight Terms FOB Ship Via  
IME800409MBA IMMEDIATE

Confirm To/Telephone ROMERO,AURORA 5061-6973 Requester/Deliver To


Line	Part Number / Description	Delivery Date	Quantity	UOM	Unit Price	Tax	Extended Price
1	FMKW Computer High Speed Computer						
	Ship To Please refer to Ship To Address at top of page	Needed: 30-OCT-2013	5	EACH	(MXN)1300	Y	(MXN)6500.00
							<b>Total (MXN)6500.00</b>

Done Trusted sites | Protected Mode: Off 95%

Step	Action
23.	<p>显示Notification完整视图。向下滚动页面可查看所有信息。</p> <p>点击Vertical滚动条。</p> 
24.	<p>点击Return to Worklist的链接。</p> <p><a href="#">Return to Worklist</a></p>



Step	Action
25.	<p><b>Notification</b>显示摘要视图。</p> <p>点击<b>Home</b>标签。</p> <p><b>Home</b></p>
26.	<p>订单可以从<b>Orders At A Glance</b>查看。您可以点击<b>Full List</b>按钮来打开采购订单的清单, 或者您也可以点击<b>PO Number</b>来打开该采购订单。</p>
27.	<p>点击<b>30201</b>链接。</p> <p><b>30201</b></p>
28.	<p><b>Purchase Order</b>页面显示。</p> <p>您可以点击<b>Details</b>下的<b>Show</b>链接查看详细信息。</p>
29.	<p>点击<b>Return to Home</b>链接返回到主页。</p> <p><b>Return to Home</b></p>
30.	<p><b>Shipments At A Glance</b>显示所列项目的发货信息。</p> <p>要查看详细列表, 点击<b>Full List</b>按钮。</p> <p><b>Full List</b></p>
31.	<p>该页面还用于取消发货通知。<b>Cancel Shipment Notice</b>按钮可以打开表格来完成取消操作。</p>

Step	Action
32.	<p>返回到Home。</p> <p>点击Home链接。</p> 
33.	通过使用标签下面的Search区域, 可以进行简单的搜索。
34.	<p>点击Search按钮。</p> 
35.	您可以通过PO Number, Shipment Number, Invoice Number,或Payment Number进行搜索。
36.	<p>通过PO Number进行搜索, 点击Search字段。</p> 
37.	<p>输入PO Number到Search字段。</p> <p>输入“30183”。</p>
38.	<p>点击Go按钮。</p> 
39.	显示该PO的概要信息。要查看完整的采购订单, 点击Select Order 下面的行上的PO Number链接。
40.	<p>返回到Home页面。</p> <p>点击Home链接。</p> 
41.	<p>离开iSupplier Portal Home页面, 点击页面顶部的Home链接。</p> 
42.	<p>此任务展示了如何浏览iSupplier功能。不会向您展示如何执行特定的任务。</p> <p><b>End of Procedure.</b></p>

## 注册供应商

### Procedure

此任务说明如何注册供应商。

**SHERWIN-WILLIAMS iSupplier Portal** Home Logout Preferences Help

**Register a Supplier User**  
\* Indicates required field

\* Supplier Name  Add new suppliers using the Create Supplier form in Purchasing.

\* Supplier Number

**User Information**



\* Email  Phone Area Code   
\* Username  Phone Number   
By default, the user's email address will be used as their Username for the system. Phone Extension   
Contact Title  Fax Area Code   
First Name  Fax Number   
Middle Name  Note   
\* Last Name   
Job Title   
Note will be included in the registration notification sent to the supplier user.

**User Access**

**User Notifications**  
☐ Certification Reminders

**Responsibilities**  
Select All | Select None

Step	Action
1.	输入或搜索要注册的供应商。  在 <b>Supplier Name</b> 字段输入名字。输入“INDUSTRIA”。
2.	在字段中输入部分名称, 进行搜索, 可以查询出与 <b>Supplier Names</b> 相似的清单。
3.	点击 <b>INDUSTRIA METALICA DEL ENVASE SA DE CV</b> 列表项。 <b>INDUSTRIA METALICA DEL ENVASE SA DE CV</b>
4.	Click in the <b>Email</b> field. <input type="text"/>
5.	输入用户的电子邮件信息到 <b>Email</b> 字段。  输入“ <b>testing@ad.com</b> ”。
6.	Click in the <b>Username</b> field. <input type="text"/>
7.	用户 <b>Email</b> 地址默认在 <b>Username</b> 字段。用户的邮件将被用来作为他们的 <b>Username</b> 。
8.	Click in the <b>First Name</b> field. <input type="text"/>
9.	在 <b>First Name</b> 字段输入值。  输入“ <b>Aaron</b> ”。

Step	Action
10.	Click in the <b>Last Name</b> field. 
11.	在 <b>Last Name</b> 字段输入值。 输入“ <b>Testing</b> ”。
12.	Click in the <b>Phone Area Code</b> field. 
13.	在 <b>Phone Area Code</b> 字段输入区号。 输入“312”。
14.	在 <b>Phone Number</b> 字段输入电话号码。 输入“ <b>455-5544</b> ”。
15.	向下滚动到 <b>Select Responsibility</b> 。 点击 <b>Vertical</b> 滚动条。 
16.	供应商将被给予足够的权限维护自己的公司简介，并能够发送和查看通知。
17.	点击 <b>iSupplier Portal Full Access</b> 复选框。 

User Notifications

☐ Certification Reminders

Responsibilities

Select All | Select None

Select Responsibility	Application
<input type="checkbox"/> Supply Chain Collaboration Planner	Advanced Supply Chain Planning
<input checked="" type="checkbox"/> iSupplier Portal Full Access	iSupplier Portal
<input type="checkbox"/> Sourcing Supplier	Sourcing
<input type="checkbox"/> Plan to Pay Supplier View	iSupplier Portal
<input type="checkbox"/> Supplier Profile Manager	iSupplier Portal
<input type="checkbox"/> Supplier Profile Manager (View-only Contact Directory)	iSupplier Portal
<input type="checkbox"/> Supplier Profile & User Manager	iSupplier Portal

User Access Restrictions

If no Supplier Sites or Contacts are specified, the user will be able to access all the data for this supplier.

Supplier Restrictions

Modify Suppliers

Suppliers

Access restricted by Supplier.

Site Restrictions

Modify Sites

Supplier Name	Site	Operating Unit
Access not restricted by Supplier Site.		

Contact Restrictions

Modify Contacts

Supplier Name	Contact	Address	Site	Operating Unit
Access not restricted by Supplier Contact.				

Done.

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105%

Step

Action

18.

向下滚动到页面底部。  
Click the **Vertical** scrollbar.



<input type="checkbox"/> Supply Chain Collaboration Planner	Advanced Supply Chain Planning
<input checked="" type="checkbox"/> iSupplier Portal Full Access	iSupplier Portal
<input type="checkbox"/> Sourcing Supplier	Sourcing
<input type="checkbox"/> Plan to Pay Supplier View	iSupplier Portal
<input type="checkbox"/> Supplier Profile Manager	iSupplier Portal
<input type="checkbox"/> Supplier Profile Manager (View-only Contact Directory)	iSupplier Portal
<input type="checkbox"/> Supplier Profile & User Manager	iSupplier Portal

User Access Restrictions

If no Supplier Sites or Contacts are specified, the user will be able to access all the data for this supplier.

Supplier Restrictions

Modify Suppliers

Suppliers

Access restricted by Supplier.

Site Restrictions

Modify Sites

Supplier Name	Site	Operating Unit
Access not restricted by Supplier Site.		

Contact Restrictions

Modify Contacts

Supplier Name	Contact	Address	Site	Operating Unit
Access not restricted by Supplier Contact.				

Cancel

Register

Home

Logout

Preferences

Help

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Done.

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105%

Page 36

Step	Action
19.	提交注册到系统中。 Click the <b>Register</b> button. 
20.	<b>Confirmation</b> 页面显示供应商注册成功。  如果您需要注册另一个供应商, 点击 <b>Register Another Supplier User</b> link的连接, 或者返回到 <b>Home</b> 。
21.	Click the <b>Home</b> link. 
22.	此任务展示了如何注册供应商。 <b>End of Procedure.</b>

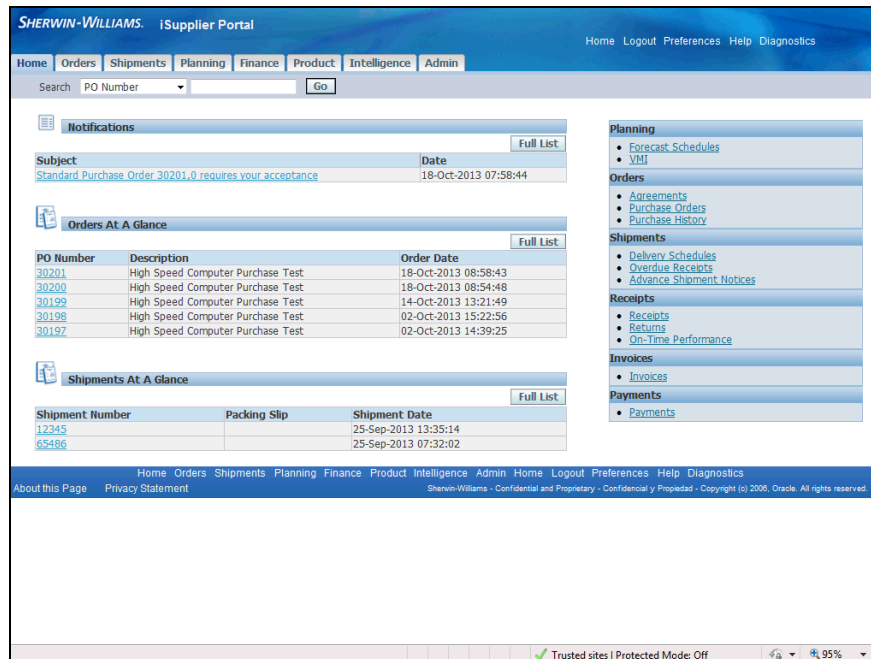
## 供应商 – 中文

转到iSupplier职责。

### Procedure

此任务说明如何浏览iSupplier功能。不会向您展示如何执行特定的任务。

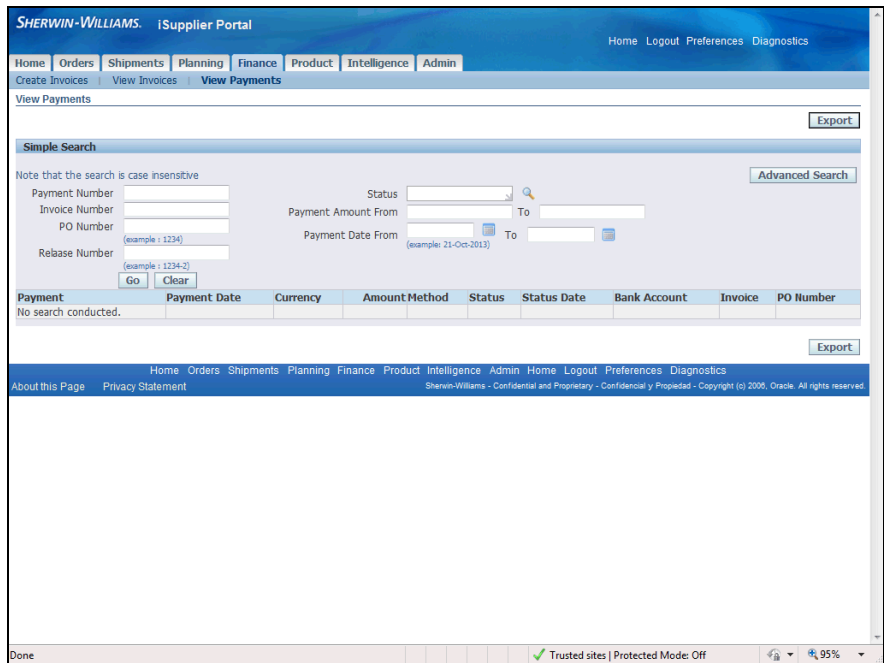
Step	Action
23.	<b>iSupplier Home</b> 主页包括 <b>Tabs</b> , <b>Links</b> 和 <b>Buttons</b> , 让您访问包含不同领域的信息。在该页面中, 您可以访问有关 <b>Orders</b> , <b>Shipments</b> , <b>Deliveries</b> , <b>Receipts</b> , <b>Invoices</b> 和 <b>Payments</b> 信息。 <b>Notifications</b> 也可以查看。



Step	Action
24.	<p>点击<b>Orders</b>标签。</p> <p><b>Orders</b></p>
25.	<p><b>Orders</b>标签中默认设置为<b>View All Purchase Orders</b>。</p> <p>每个<b>Purchase Order</b>行给出的链接可以查看<b>PO Number</b>，<b>Rev</b>以及<b>Buyer</b>的联系信息等相关信息。您可以通过点击相应的链接访问这些信息。</p>
26.	<p>点击<b>Shipments</b>选项。</p> <p><b>Shipments</b></p>
27.	<p>在<b>Shipments</b>页面打开<b>Delivery Schedules</b>。您还可以通过点击<b>Shipments</b>标签下面的的行相应的链接以查看<b>Shipment Notices</b>, <b>Receipts</b>, <b>Overdue Receipts</b>, and <b>On-Time Performances</b>。</p>
28.	<p><b>Shipments</b>选项要求输入条件来查询所需要的列表。你可以或多或少地输入所需条件进行操作。</p> <p>在这个页面，例如，如果输入<b>Organization</b>信息，然后点击<b>Go</b>，搜索将出现所有该<b>Organization</b>的<b>Delivery Schedules</b>的清单。</p>
29.	<p>点击<b>Shipment Notices</b>链接。</p> <p><b>Shipment Notices</b></p>



Step	Action
30.	<b>Shipment Notices</b> , 您可以 <b>Create Advance Shipment Notices</b> , <b>Create Advance Shipment Billing Notices</b> , 或 <b>View/Cancel Advance Shipment and Billing Notices</b> 。选择适当的链接打开你所需要的信息区。
31.	点击 <b>Receipts</b> 链接。 
32.	<b>Receipts</b> 链接需要对信息进行查询。可通过 <b>Receipt Number, PO Number</b> 或其他条件进行搜索, 点击 <b>Go</b> 。您的收货信息就会显示出来。
33.	点击 <b>Finance</b> 链接。 
34.	打开 <b>Finance</b> 选项到 <b>Create Invoices</b> 页面。此页面用于创建和提交发票输入信息。  <b>View Invoices</b> 和 <b>View Payments</b> 链接可用。
35.	点击 <b>View Invoices</b> 链接。 
36.	需要对 <b>View Invoices</b> 进行搜索。输入所需的搜索条件, 点击 <b>Go</b> 。
37.	点击 <b>View Payments</b> 链接。 
38.	这里也需要进行搜索。如果没有 <b>Payment Number</b> , 可以通过 <b>Invoice Number</b> 或 <b>PO Number</b> 搜索, 也可根据需要输入其他标准。



Step	Action
39.	点击Admin链接。 
40.	您的公司简介在此选项卡中。  在页面的左侧的菜单中，您可以编辑或更新您的Address Book, 添加或更改您的Contact Directory, 并可改变Banking Details。

**SHERWIN-WILLIAMS iSupplier Portal**

Home Logout Preferences

Home Orders Shipments Planning Finance Product Intelligence Admin

**Profile Management**

- General
- Company Profile
  - Address Book
  - Contact Directory
  - Product & Services
  - Banking Details
  - Surveys

**General**

Organization Name: ALVEG DISTRIBUCION QUIMICA  
 SA DE CV  
 Supplier Number: NAL740530516  
 Alias: 110618 / 22  
 Parent Supplier Name  
 Parent Supplier Number

DUNS Number  
 Tax Registration Number  
 Taxpayer ID  
 Country of Tax Registration

**Attachments**

**Search**

Note that the search is case insensitive

Title

[Show More Search Options](#)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

Home Orders Shipments Planning Finance Product Intelligence Admin Home Logout Preferences

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Step	Action
41.	<p>返回到<b>Home</b>页面。</p> <p>点击<b>Home</b>链接。</p> <p><b>Home</b></p>
42.	<p>页面右手侧的菜单可以用来访问相关信息。</p> <p>有些信息可通过选项卡进入, 也可由此菜单中的链接来访问。</p>
43.	<p><b>Notifications, Orders at a Glance, 和Shipments at a Glance</b>在页面的主要区域可用。</p> <p>如果列表中的这些项目有扩展信息, 可点击<b>Full List</b>按钮查看该类别的所有信息。</p>
44.	<p>打开通知列表, 请点击<b>Standard Purchase Order 30201,0 requires your acceptance</b>链接。</p> <p><b>Standard Purchase Order 30201,0 requires your acceptance</b></p>

SHERWIN-WILLIAMS. iSupplier Portal

Home Logout Preferences Help Diagnostics

HomeOrdersShipmentsPlanningFinanceProductIntelligenceAdmin

Standard Purchase Order 30201,0 requires your acceptance

AcceptReject

From KWBUEYR, Katherine  
To INDUSTRIA METALICA DEL ENVASE SA DE CV  
Sent 18-Oct-2013 08:58:44  
ID 13347738

**SWMX CIA LE**  
PONIENTE 140 No. 595  
COLONIA INDUSTRIAL VALLEJO  
DELEGACION AZCAPOTZALCO  
MEXICO DF 02300  
Mexico

Supplier  
INDUSTRIA METALICA DEL ENVASE SA DE CV  
CARR. TEOLO-HUEHUETOCA  
S/N  
HUEHUETOCA,MEX 54680  
Mexico

Ship To  
SWMX LACG Operating Unit and  
Inventory Organizations Location  
PONIENTE 140  
595  
INDUSTRIAL VALLEJO  
AZCAPOTZALCO , 02300  
Mexico

Bill To  
SWMX LACG Operating Unit and  
Inventory Organizations Location  
PONIENTE 140  
595  
INDUSTRIAL VALLEJO  
AZCAPOTZALCO, 02300  
Mexico

Purchase Order

Purchase Order No.  
30201

Revision  
0

Date Of Order  
18-OCT-2013

Buyer  
KWBUEYR, Katherine

Date Of Revision

Buyer

Customer Acct. No.  
IME800409MBA

Supplier No.  
IMMEDIATE

Payment Terms  
IMMEDIATE

Freight Terms

FOB

Ship Via

Confirm To/Telephone  
ROMERO,AURORA 5061-6973

Requester/Deliver To

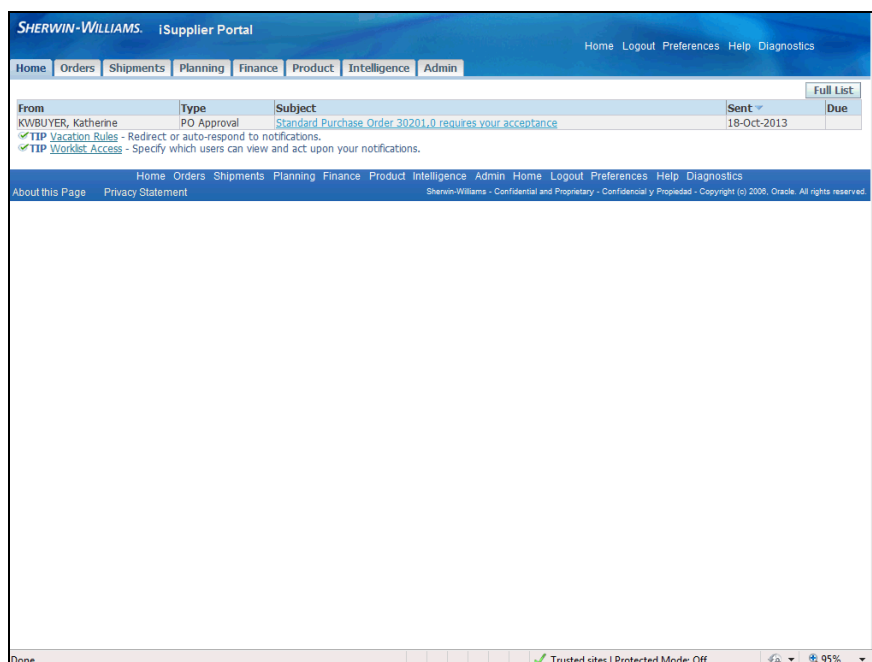
Line	Part Number / Description	Delivery Date	Quantity	UOM	Unit Price	Tax	Extended Price
1	FMKW Computer High Speed Computer						
	Ship To Please refer to Ship To Address at top of page	Needed: 30-OCT-2013	5	EACH	(MXN)1300	Y	(MXN)6500.00
							<b>Total</b> (MXN)6500.00

Done


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95%

Step	Action
45.	<p>显示Notification完整视图。向下滚动页面可查看所有信息。</p> <p>点击Vertical滚动条。</p> <div></div>
46.	<p>点击Return to Worklist的链接。</p> <p><a href="#">Return to Worklist</a></p>



Step	Action
47.	<p><b>Notification</b>显示摘要视图。</p> <p>点击<b>Home</b>标签。</p> <p><b>Home</b></p>
48.	<p>订单可以从<b>Orders At A Glance</b>查看。您可以点击<b>Full List</b>按钮来打开采购订单的清单, 或者您也可以点击<b>PO Number</b>来打开该采购订单。</p>
49.	<p>点击<b>30201</b>链接。</p> <p><b>30201</b></p>
50.	<p><b>Purchase Order</b>页面显示。</p> <p>您可以点击<b>Details</b>下的<b>Show</b>链接查看详细信息。</p>
51.	<p>点击<b>Return to Home</b>链接返回到主页。</p> <p><b>Return to Home</b></p>
52.	<p><b>Shipments At A Glance</b>显示所列项目的发货信息。</p> <p>要查看详细列表, 点击<b>Full List</b>按钮。</p> <p><b>Full List</b></p>
53.	<p>该页面还用于取消发货通知。<b>Cancel Shipment Notice</b>按钮可以打开表格来完成取消操作。</p>

Step	Action
54.	<p>返回到Home。</p> <p>点击Home链接。</p> 
55.	通过使用标签下面的Search区域, 可以进行简单的搜索。
56.	<p>点击Search按钮。</p> 
57.	您可以通过PO Number, Shipment Number, Invoice Number,或Payment Number进行搜索。
58.	<p>通过PO Number进行搜索, 点击Search字段。</p> 
59.	<p>输入PO Number到Search字段。</p> <p>输入“30183”。</p>
60.	<p>点击Go按钮。</p> 
61.	显示该PO的概要信息。要查看完整的采购订单, 点击Select Order 下面的行上的PO Number链接。
62.	<p>返回到Home页面。</p> <p>点击Home链接。</p> 
63.	<p>离开iSupplier Portal Home页面, 点击页面顶部的Home链接。</p> 
64.	<p>此任务展示了如何浏览iSupplier功能。不会向您展示如何执行特定的任务。</p> <p><b>End of Procedure.</b></p>

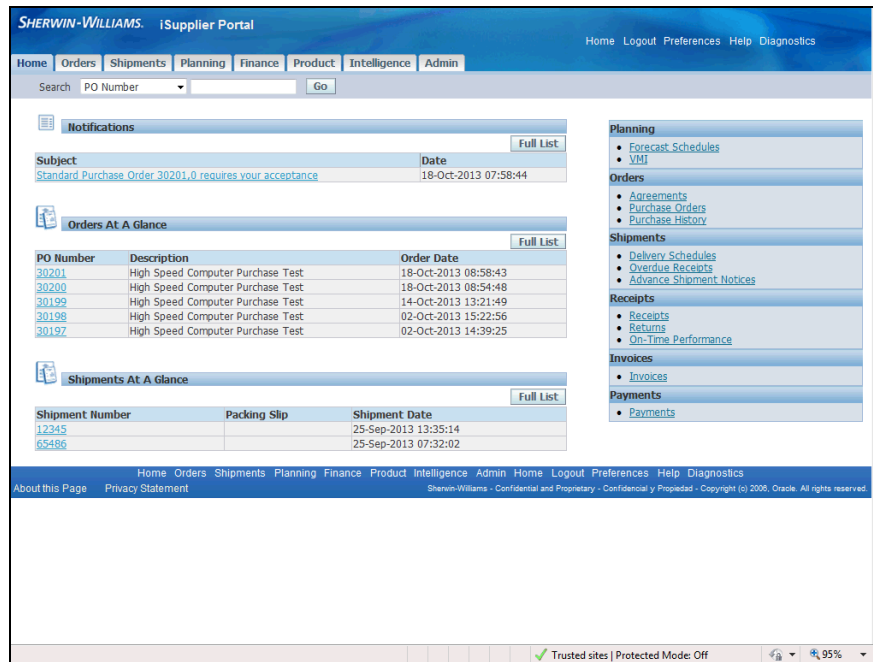
## 供应商资料管理概述


### Procedure

这个任务是供应商资料管理的概述。

此功能可以让供应商方面, 向采购公司方根据需要自行更新其公司资料。

Step	Action
1.	<b>Supplier Profile Management</b> 让您对有业务关系的采购公司的关键资料信息进行建立与维护。这些信息, 包括 <b>address information</b> , <b>names of main contacts</b> 和 <b>banking details</b>
2.	该供应商资料管理信息 <b>Supplier Profile Management</b> 保存在 <b>Admin</b> 选项卡中。



Step	Action
3.	Click the <b>Admin</b> tab. 
4.	打开 <b>Admin</b> 标签到你公司的 <b>General</b> 信息。 <b>Attachments</b> 也可以在此页面上添加。

**SHERWIN-WILLIAMS iSupplier Portal**

Home Logout Preferences Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

**Profile Management**

- General
- Company Profile
- Address Book
- Contact Directory
- Product & Services
- Banking Details
- Surveys

**General**

Organization Name: INDUSTRIA METALICA DEL EIVASE SA DE CV  
 Supplier Number: IME800409MBA  
 Parent Supplier Name: 120113 / 230  
 DUNS Number: Tax Registration Number  
 Taxpayer ID: Country of Tax Registration

**Attachments**

**Search**

Note that the search is case insensitive

Title

[Show More Search Options](#)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

Home Orders Shipments Planning Finance Product Intelligence Admin Home Logout Preferences Diagnostics

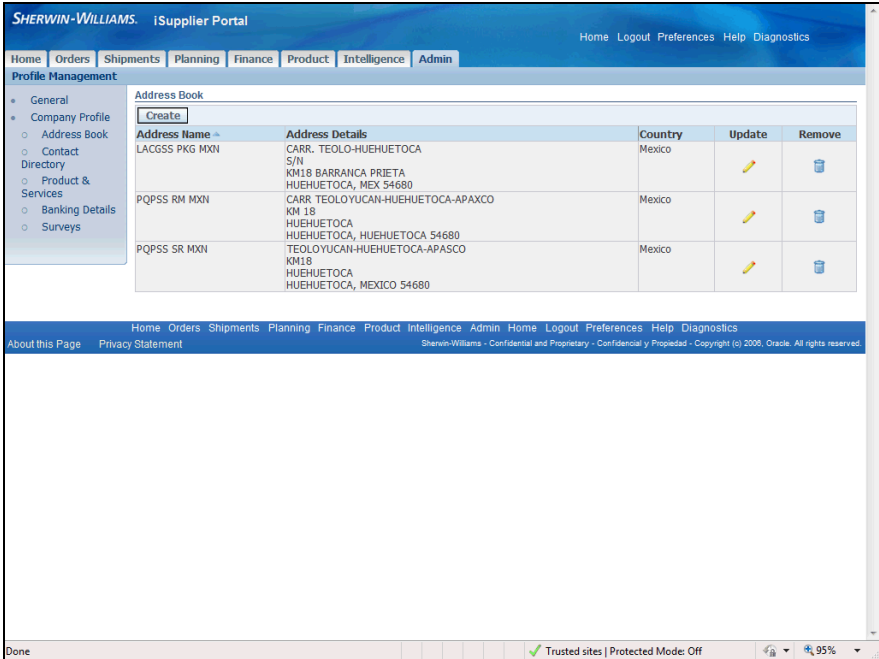
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Step	Action
5.	Click the <b>Company Profile</b> link. <a href="#">Company Profile</a>
6.	输入或更新有关贵公司 <b>Organization, Total Employees, 和 Tax and Financial information</b> 信息。
7.	Click the <b>Address Book</b> link. <a href="#">Address Book</a>





Step	Action
8.	<p><b>Address Book</b>包含您的位置地址。</p> <p>要查看或更改这些信息， 点击您要查看地址的行上的<b>Update</b>按钮。</p> 
9.	<p>如果字段进行了更改，或输入新信息，点击<b>Save</b>按钮来保存更新。</p>

SHERWIN-WILLIAMS. iSupplier Portal

Home Logout Preferences Diagnostics

Admin: Profile Management: Address Book >

Update Address

\* Indicates required field

Supplier Name INDUSTRIA METALICA DEL ENVASE SA DE CV Supplier Number IME800409MBA

\* Address Name PQPSS SR MXN Phone Area Code Phone Number Fax Area Code Fax Number Email Address

Country Mexico

\* Address Line 1 TEOLOYUCAN-HUEHU Address Line 2 KM18 Address Line 3 Address Line 4 HUEHUETOCA

\* City/Town/Locality HUEHUETOCA County HUEHUETOCA State/Region MEXICO Province MEX Postal Code 54680

☐ Purchasing Address ☐ Payment Address ☐ RFQ Only Address

Note

Note

Include any additional details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier. Also, include brief notes to buyer about the change when changing address information.

Cancel Save

Home Logout Preferences Diagnostics

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Done Trusted sites | Protected Mode: Off 95%

Step

Action

10.

在这例子中，没有变化。  
Click the **Cancel** button.

Cancel

SHERWIN-WILLIAMS. iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Profile Management

General

Company Profile

Address Book

Create

Address Name	Address Details	Country	Update	Remove
LACGSS PKG MXN	CARR. TEOLO-HUEHUETOCA S/N KM18 BARRANCA PRIETA HUEHUETOCA, MEX 54680	Mexico		
PQPSS RM MXN	CARR TEOLOYUCAN-HUEHUETOCA-APAXCO KM 18 HUEHUETOCA HUEHUETOCA, MEX 54680	Mexico		
PQPSS SR MXN	TEOLOYUCAN-HUEHUETOCA-APASCO KM18 HUEHUETOCA HUEHUETOCA, MEXICO 54680	Mexico		

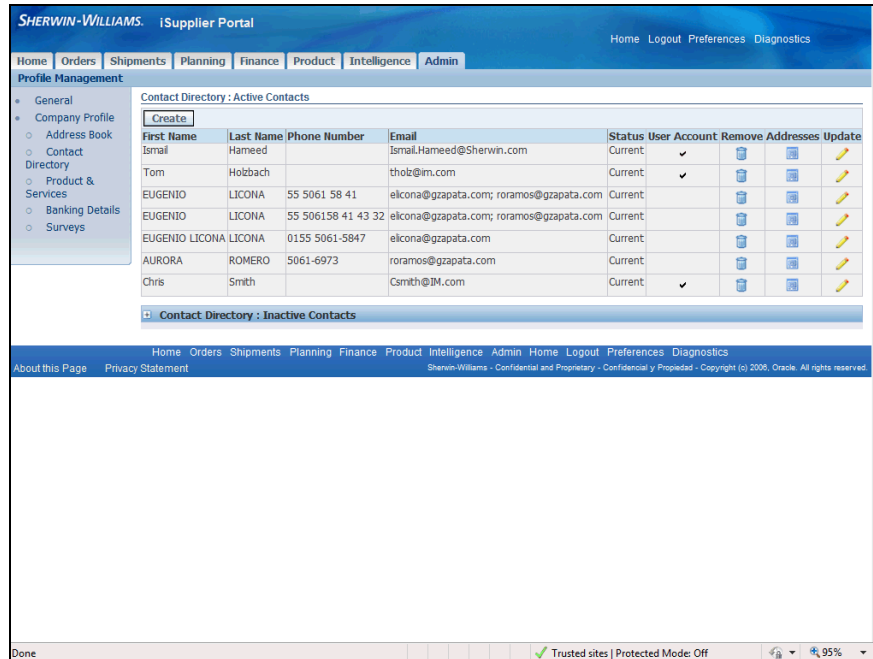
Home Orders Shipments Planning Finance Product Intelligence Admin Home Logout Preferences Help Diagnostics

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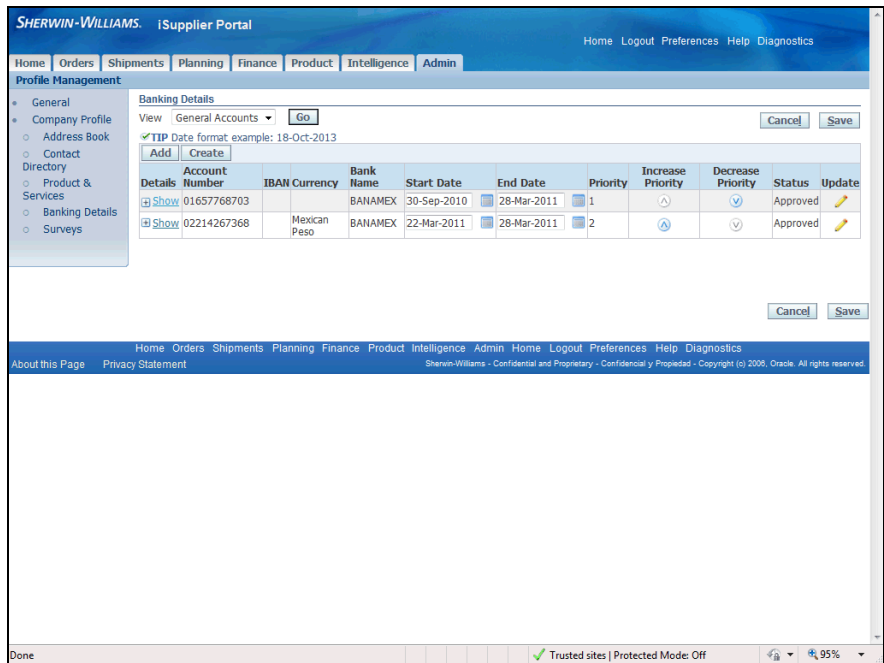
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Done Trusted sites | Protected Mode: Off 95%

Step	Action
11.	Click the <b>Contact Directory</b> link.



Step	Action
12.	<b>Contact Directory</b> 是公司的联系人姓名, 电话号码和电子邮件地址清单。 要查看与联系人相关的地址, 点击 <b>Manage Address</b> 按钮。 
13.	显示联系人的 <b>Address Details</b> 。  添加联系人地址可以通过点击 <b>Add Another Row</b> 按钮。通过点击 <b>Remove</b> 图标可以删除地址。
14.	在该例子中没有改变。点击 <b>Cancel</b> 按钮。 
15.	当前没有使用 <b>Product &amp; Services</b> 。 Click the <b>Banking Details</b> link. 
16.	<b>Banking Details</b> 列出了银行信息的概要, 可以优先操作。  <b>Detail</b> 信息可以通过点击 <b>Update</b> 图标进行更新。



Step	Action
17.	<b>Details</b> 显示所选银行的更多信息。  要查看详细信息，请单击 <b>Show</b> 的链接。 <a href="#">+ Show</a>
18.	点击 <b>General</b> 链接返回到您的主页。 <a href="#">General</a>
19.	这个任务是供应商资料管理的概述。 <b>End of Procedure.</b>

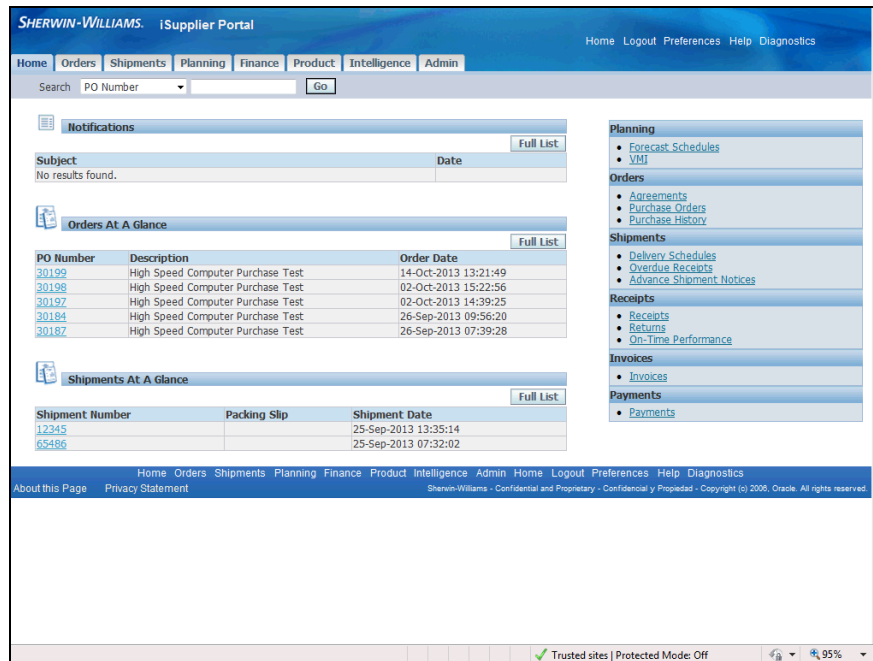
查看发票信息


Procedure

此任务说明如何查看发票信息。

发票是带有费用信息的发货或服务的详细清单。

Step	Action
1.	<b>Home</b> 页面上的 <b>Tabs</b> 选项，允许您查看不同类型的信息。  发票信息在 <b>Finance</b> 选项中。



Step	Action
2.	Click the <b>Finance</b> tab. 
3.	选项下面是Hyperlinks , 与 <b>Finance</b> 选项显示不同的区域。
4.	点击 <b>View Invoices</b> 链接。 使用此功能可以查看已进入宣伟系统的应付帐款的发票信息。 
5.	在 <b>Simple Search</b> 输入搜索条件来查看发票清单。如果你想查看所有发票, 查询条件设为空白即可。  这个例子中 <b>Invoice Status</b> 被选定为搜索条件。
6.	点击按钮到右边的 <b>Invoice Status</b> 字段进行搜索。 
7.	点击 <b>Approved</b> 列表项。 
8.	点击按钮到右边的 <b>Payment Status</b> 字段 
9.	点击 <b>Not Paid</b> 列表项。 

Step	Action
10.	<p>输入最低金额范围值在<b>To</b>字段内。</p> <p>输入“10”。</p>
11.	<p>输入要搜索的最高金额值到<b>To</b>字段。</p> <p>输入“60000”。</p>
12.	<p>点击Go按钮。</p> <p></p>
13.	<p>向下滚动页面，以查看列表。最早的发票在最后。</p> <p>点击<b>Vertical</b>滚动条。</p> <p></p>
14.	<p>要查看发票明细请点击<b>invoice number</b>。</p> <p>点击<b>FACT2349</b>链接。</p> <p><b>FACT23497</b></p>
15.	<p>打开<b>Invoice detail page</b>并显示<b>invoice status, totals</b> 和 <b>payment information</b>的信息。</p> <p>接下来的区域，可查看<b>Invoice Line, Scheduled Payments</b> 和 <b>Hold Reasons</b>选项。</p> <p><b>Invoice Line</b>将显示所有发票的行信息，包括<b>Purchase Order number</b>。</p>

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Home Logout Preferences Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Create Invoices View Invoices View Payments

Finance: View Invoices >

Standard Invoice: FACT23497 (Total MXN 27033.75)

Currency=MXN

**General**

Invoice Date: 10-Jul-2013  
Status: Approved  
On Hold:   
Batch: MXPQP20130805SE5946  
Attachments: None  
Supplier: INDUSTRIA METALICA DEL ENVASE SA DE CV  
Supplier Site: POPSS RM MXN  
Address: CARR TEOLOYUCAN-HUEHUETOCA-APAXCO  
KM 18  
HUEHUETOCA, HUEHUETOCA 54680

**Amount Summary**

Item: 23304.96  
Freight: 0.00  
Miscellaneous: 0.00  
Tax: 3728.79  
Prepayment: 0.00  
Retainage: 0.00  
Withholding Tax: 0.00  
Total: 27033.75

**Payment Information**

Paid: 0.00  
Discount Taken: 0.00  
Due: 27033.75  
Status: Not Paid  
Payment Date:   
Payment Term: Net 65

**Invoice Lines** Scheduled Payments Hold Reasons

Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item	BOTE 3.78 LT TRIPLE PRESSION	2016	EACH	11.56		23304.96	0.00	Approved	14112	1	1	YANNIS, VALENCIA FLORES	
2	Tax	SWMX FEDERAL - SWMX IVA					3728.79	0.00	Approved					

Return to Finance: View Invoices

Home Orders Shipments Planning Finance Product Intelligence Admin Home Logout Preferences Diagnostics

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Done

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Step	Action
16.	要查看定期付款, 点击 <a href="#">Scheduled Payments</a> 链接。 <a href="#">Scheduled Payments</a>
17.	为了确保没有Hold的发票, 点击 <a href="#">Hold Reasons</a> 链接。 <a href="#">Hold Reasons</a>
18.	如果你想查看其他发票, 点击 <a href="#">Return to Finance: View Invoices</a> 链接再次看到该列表。 <a href="#">Return to Finance: View Invoices</a>
19.	此任务展示了如何查看发票信息。 <b>End of Procedure.</b>

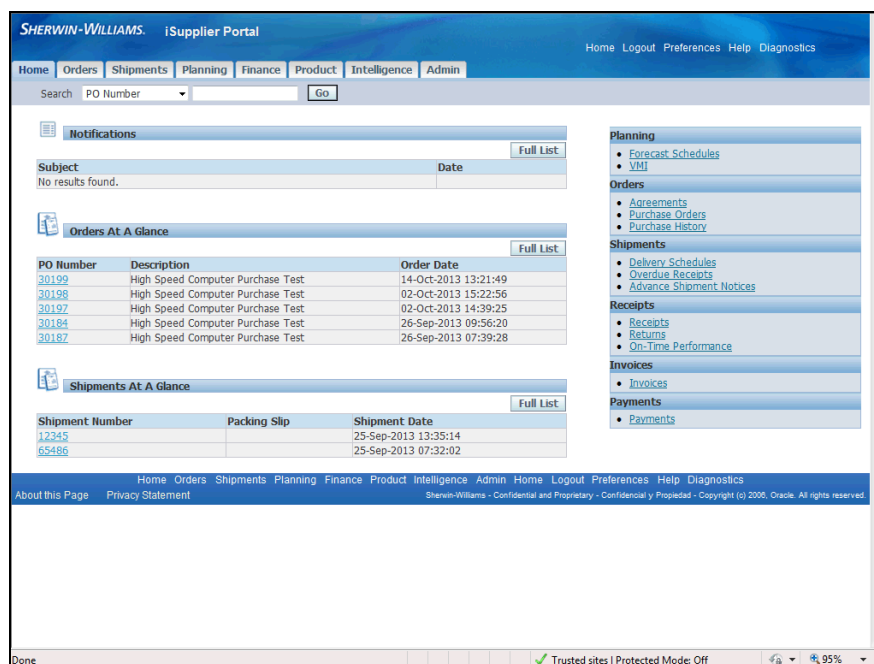
## 查看支付信息

### Procedure

此任务说明如何查看支付信息。

这个功能将允许您查看所有针对发票进行的付款操作记录。

Step	Action
1.	<p><b>iSupplier Portal Home</b>页面有多个选项, 您可以查看不同类型的信息。</p> <p><b>Payment</b>信息在<b>Finance</b>选项卡中。</p>



Step	Action
2.	<p>点击<b>Finance</b> 选项卡。</p> <p><b>Finance</b></p>
3.	<p><b>Finance</b>选项允许您<b>Create Invoices</b>, <b>View Invoices</b>, 或<b>View Payments</b>。</p> <p>在此任务中, 您将查看付款信息。</p>
4.	<p>点击<b>View Payments</b>链接。</p> <p><b>View Payments</b></p>
5.	<p>在<b>Simple Search</b>区域中输入搜索条件来查看付款。</p> <p>这个例子中, 条件已被预先选择。</p>



Step	Action
6.	从完整的列表值中选择状态, 请点击 <b>Status</b> 字段。 
7.	在 <b>Status</b> 字段输入所需信息。 输入“%”。
8.	点击 <b>Search for Status</b> 按钮。 
9.	<b>Search and Select: Status</b> 页面显示可供选择的值列表。 使用 <b>Quick Select</b> 按钮进行选择可以节省额外的步骤。
10.	在你选定的行上点击 <b>Quick Select</b> 按钮。 
11.	在这个例子中, 您可在 <b>Payment Amount From</b> 和 <b>To</b> 输入值, 作为附加条件。
12.	点击 <b>From</b> 字段 
13.	输入所需信息到From字段。 输入“50”。

Step	Action
14.	<p>点击<b>To</b>字段。</p> 
15.	<p>输入所需信息到<b>To</b>字段。</p> <p>输入“50000”。</p>
16.	<p>要开始搜索, 点击<b>Go</b>按钮。</p> 
17.	<p>符合搜索条件的<b>payments</b>列表会显示在搜索页面的<b>Results</b>区域。</p> <p>系统将一目了然的显示几个支付关键字段信息。</p> <p>查看下面的列标题。</p>
18.	<p>选择<b>Payment</b>来查看详细信息。</p> <p>点击<b>134629</b>链接。</p> 
19.	<p>显示的<b>Payment</b>信息包括<b>Invoice</b>号码,<b>Date</b>, <b>Amount</b>, <b>Payment Status</b> 和<b>PO Number</b>。</p> <p>可以在此页面点击正确的链接查看发票或采购单。在这个例子中, 返回<b>View Payments</b>页面, 从该页面进行查看。</p>
20.	<p>点击<b>Return to Finance: View Payments</b>链接。</p> 
21.	<p><b>Invoice</b>号码和<b>PO Number</b>可在每个<b>Search</b>页面的结果区域作为链接打开。</p> <p>查看连接到该<b>Payment</b>的<b>Invoice</b>。</p>
22.	<p>查看发票。</p> <p>点击<b>TH_2013</b>链接。</p> 
23.	<p>打开发票到<b>Invoice Lines</b>选项卡。会显示发票的所有行信息。</p>
24.	<p>点击<b>Return to Finance: View Payments</b>链接。</p> 
25.	<p>查看<b>PO</b>。</p> <p>点击<b>30184</b>链接。</p> 

Step	Action
26.	<p>显示PO信息。</p> <p>如果需要的话, 通过点击<a href="#">Details</a>下<a href="#">Show</a>的链接, 查看PO Details。</p>

The screenshot displays the iSupplier Portal interface for a purchase order. The top navigation bar includes links for Home, Orders, Shipments, Planning, Finance, Product, Intelligence, and Admin. The main content area is titled 'Order Information' and is divided into three sections: General, Terms and Conditions, and Summary.

**General Information:**

- Total: 3900.00
- Supplier: INDUSTRIA METALICA DEL ENVASE SA DE CV
- Supplier Site: LACGSS PKG MXN
- Address: CARR. TEOLO-HUEHUETOCA, S/N, HUEHUETOCA, MEX 54680
- Buyer: KWBUEYER, Katherine
- Order Date: 26-Sep-2013 09:56:20
- Description: High Speed Computer
- Status: Accepted
- Note to Supplier: SWMX LACGSS OU
- Operating Unit: SWMX LACGSS OU
- Supplier Order Number: None
- Attachments: None

**Terms and Conditions:**

- Payment Terms: IMMEDIATE
- Carrier: FOB
- Freight Terms: Shipping Control

**Summary:**

- Total: 3900.00
- Received: 3900.00
- Invoked: 3900.00
- Payment Status: Paid

**PO Details:**

The PO Details section shows a table with columns: Details, Line, Type, Item/Job, Supplier Item, Description, UOM, Qty, Price, Amount, Status, Attachments, and Reason. The first line item is shown with details: Line 1, Type Goods, Item/Job FMKW Computer, Supplier Item High Speed Computer, UOM EACH, Qty 3, Price 1300, Amount 3900.00, Status Open.

At the bottom of the page, there is a navigation bar with links for Home, Orders, Shipments, Planning, Finance, Product, Intelligence, Admin, Home, Logout, Preferences, Help, and Diagnostics. A status bar at the very bottom indicates 'Trusted sites | Protected Mode: Off' and a zoom level of 95%.

Step	Action
27.	<p>要查看其他付款信息, 单击<a href="#">Return to Finance: View Payments</a>链接, 您可以选择其他Payment进行查看。</p> <p><a href="#">Return to Finance: View Payments</a></p>
28.	<p>此任务展示了如何查看支付信息。</p> <p><b>End of Procedure.</b></p>

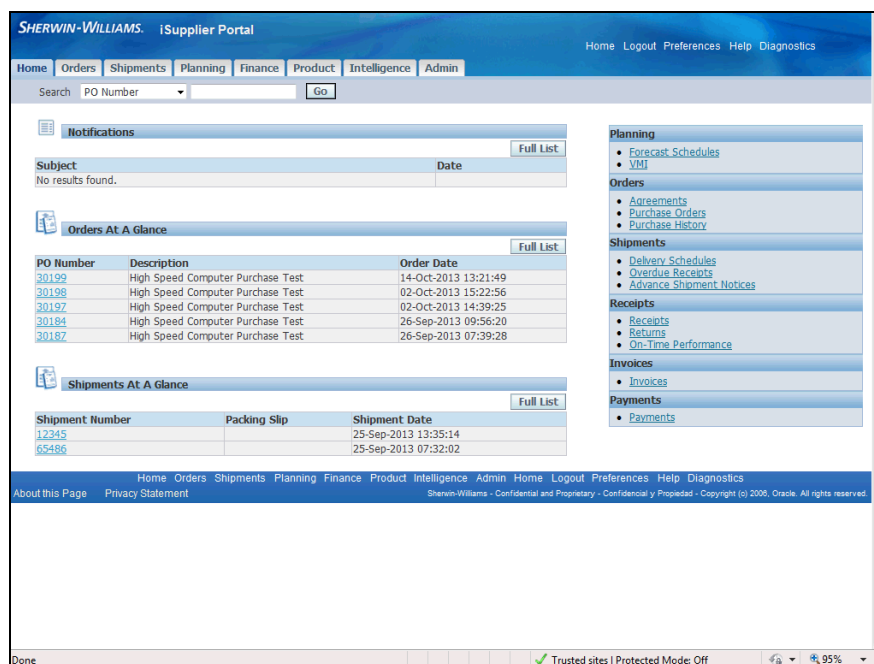
## 查看收据

### Procedure

此任务说明如何查看收据。

收据是您从客户收到所提供的商品或服务的付款。

Step	Action
1.	<p>该<b>iSupplier Portal Home</b>页面有多个选项, 可供您查看<b>Payables, Purchasing, Shipping and Ordering</b>交易。</p> <p><b>Shipping</b>和<b>Receiving</b>的情况的在<b>Shipments</b>选项下查看。</p>



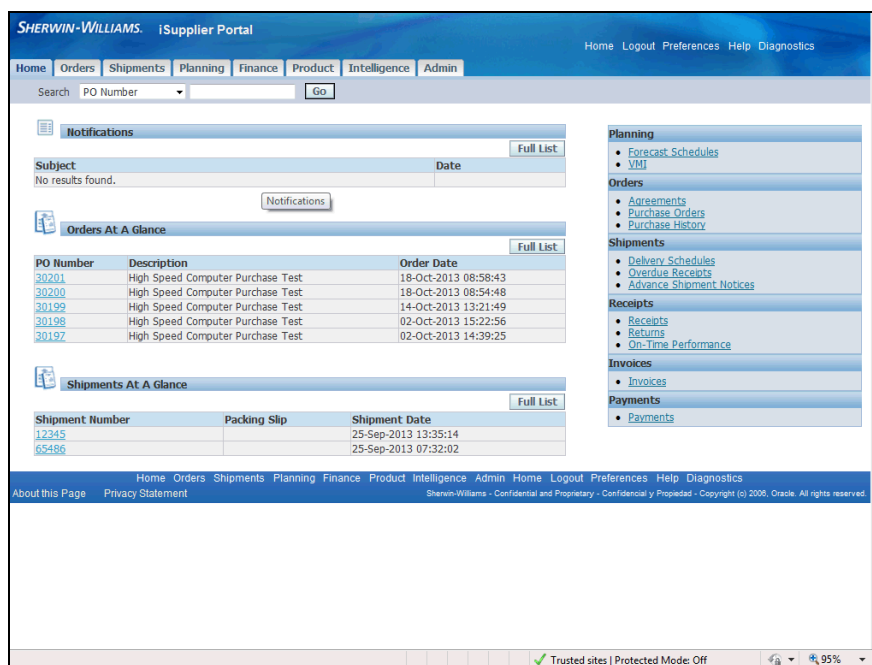
Step	Action
2.	<p>点击<b>Shipments</b>的链接。</p> <p><b>Shipments</b></p>
3.	<p><b>Shipment</b>选项还包含<b>Delivery's, Shipment Notices and Schedules, Receipts, Returns</b>和<b>Performance metrics</b>的视图。</p> <p><b>Receipt</b>的交易页面将提供已交付的货物和服务的所有收据记录。</p>
4.	<p>点击<b>Receipts</b>的链接。</p> <p><b>Receipts</b></p>
5.	<p>输入条件来查看收据。</p> <p>在该例子中, 输入接收号码。</p>
6.	<p>输入所需信息到<b>Receipt Number</b>字段。</p> <p>输入“23289”。</p>

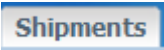
Step	Action
7.	点击Go按钮。 
8.	收货的汇总信息在 <b>Receipt</b> 行上显示。
9.	点击 <b>23289 Receipt</b> 链接。 <a href="#">23289</a>
10.	显示 <b>Receipt Transaction</b> 的详细信息, 包括 <b>Receipt Date, Performance, PO Number, Item, Description, Quantity</b> 及 <b>Location</b> 。
11.	此任务展示了如何查看收据。 <b>End of Procedure.</b>

## 查看逾期收货。

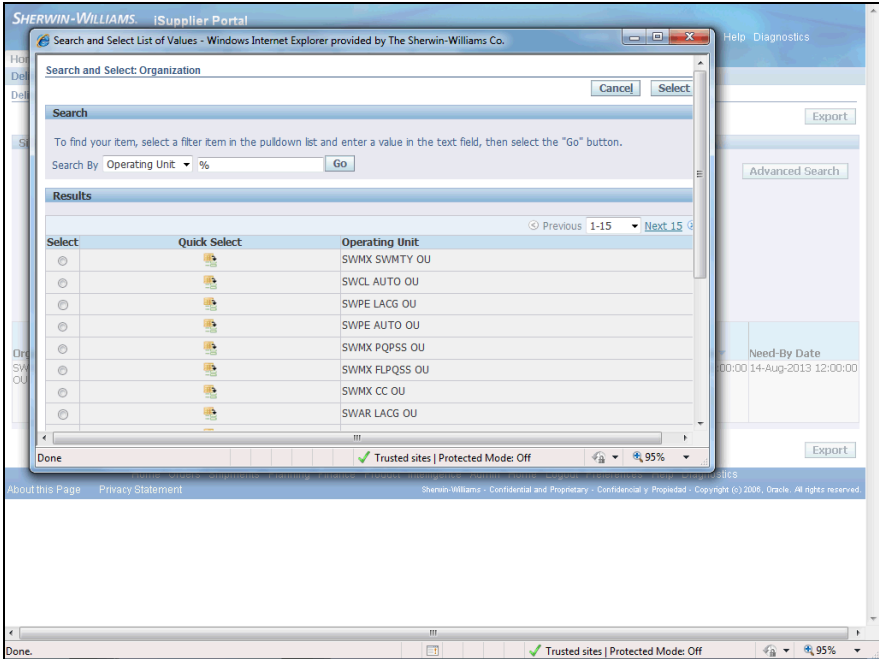
### Procedure


此任务说明如何查看逾期收货。

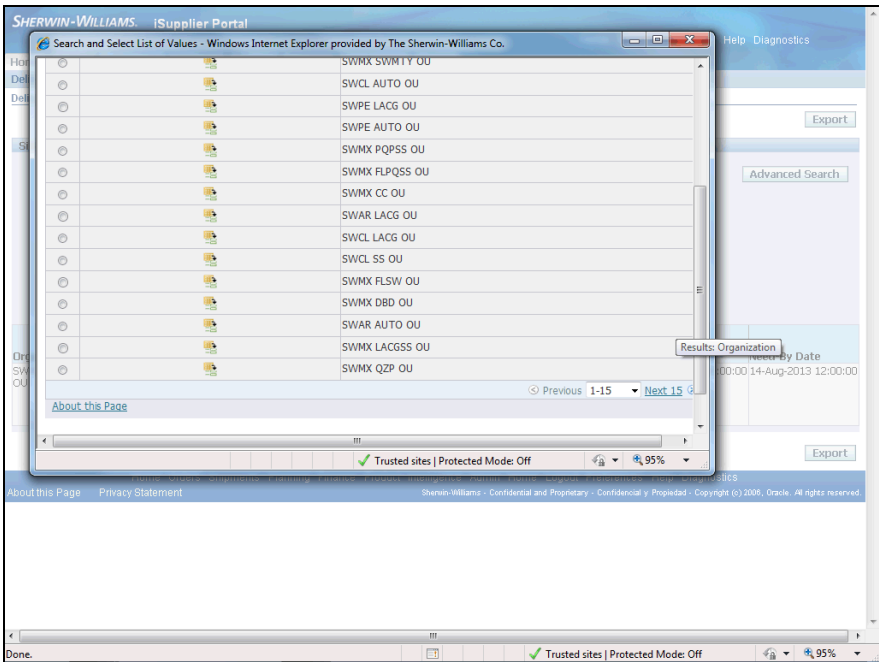


Step	Action
1.	点击 <b>Shipments</b> 选项。 
2.	您可以通过 <b>PO Number</b> 查询特定采购订单的 <b>Overdue Receipts</b> 。

Step	Action
3.	<p>点击<b>PO Number</b>字段。</p> 
4.	<p>输入所需的订单号到<b>PO Number</b>字段。</p> <p>输入“15457”。</p>
5.	<p>点击Go按钮。</p> 
6.	<p>结果显示所选定采购订单的逾期。</p> <p>在此行中，您可以通过点击相应的链接查<b>Purchase Order, Quantity Received, Ship-To Location</b>，以及<b>Supplier Location</b>信息。</p>
7.	<p>要使用其他条件搜索，请单击<b>Clear</b>按钮。</p> 
8.	<p>可使用任意可组合的字段进行搜索。</p> <p>要查看<b>Organization</b>中的所有<b>Overdue Receipts</b>可以使用该字段搜索。</p>
9.	<p>点击<b>Search for Organization</b>按钮。</p> 
10.	<p><b>Operating Unit</b>是下拉列表中唯一的选项。</p> <p>单击<b>Search By</b>字段。</p> 
11.	<p>输入所需信息到<b>Search By</b>字段中。</p> <p>输入“%”。</p>
12.	<p>点击Go按钮。</p> 
13.	<p>显示<b>Operating Units</b>的清单供选择。</p>



Step	Action
14.	向下滚动页面。 Click the <b>Vertical</b> scrollbar. 



Step	Action
15.	选择 <b>Operating Unit</b> 。  点击 <b>Quick Select</b> 按钮。 
16.	点击Go按钮。 
17.	显示所选的 <b>Organization</b> 的 <b>Overdue Receipts</b> 。  通过点击相应的链接, 可在每一行上查看 <b>PO Number, Quantity Received, Ship-To Location, Supplier Location</b> 信息。。
18.	此任务展示了如何查看逾期收货。 <b>End of Procedure.</b>

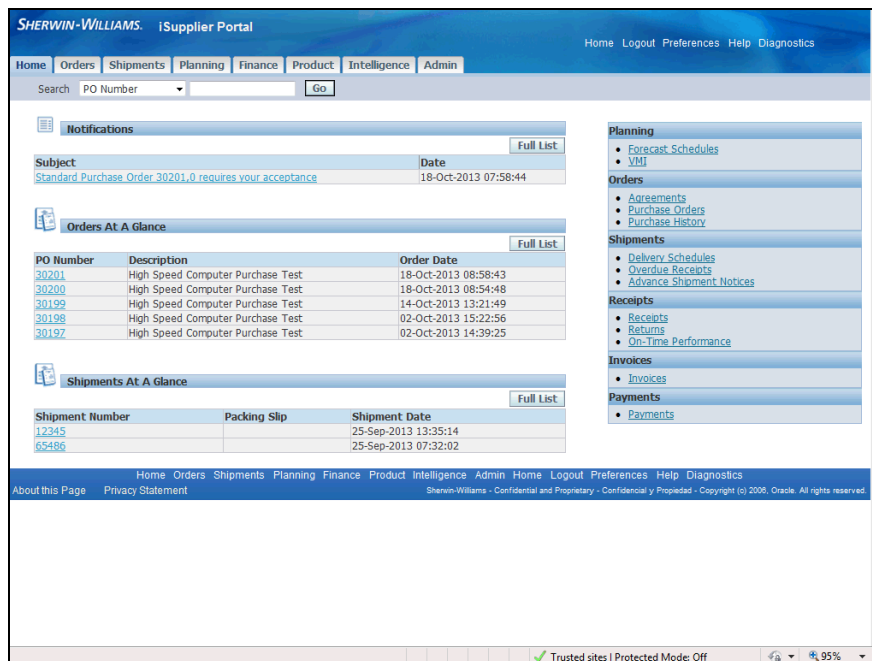
## 查看和确认采购订单

### Procedure

此任务说明如何查看和确认采购订单。

Step	Action
1.	<b>Notification</b> 表示 <b>Purchase Order</b> 需要供应商的接受。





Step	Action
2.	<p>从<b>Orders At A Glance</b>选择<b>PO Number</b>。</p> <p>点击<b>30201</b>链接。</p> <p><b>30201</b></p>
3.	<p>查看所有的<b>Purchase Order</b>信息, 以确保一切是可以接受的。</p>
4.	<p>点击<b>Select to show information</b>的按钮。</p> <p><b>+</b></p>
5.	<p>点击<b>Show All Details</b>链接。</p> <p><b>Show All Details</b></p>
6.	<p>向下滚动页面可查看所有的信息。</p> <p>点击<b>Vertical</b>滚动条。</p> <p></p>
7.	<p>一旦你看到<b>Purchase Order</b>并同意里面的细节, 你就可以<b>Acknowledge</b>它。</p>
8.	<p>点击<b>Actions</b>按钮。</p> <p></p>
9.	<p>点击<b>Acknowledge</b>列表项。</p> <p><b>Acknowledge</b></p>

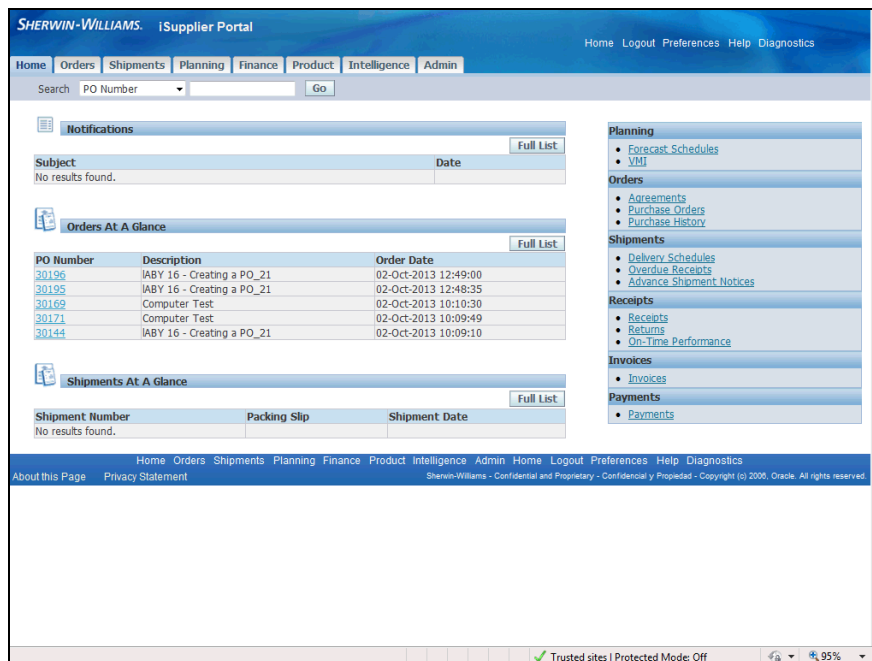
Step	Action
10.	Click the <b>Go</b> button. 
11.	在 <b>Acknowledge Purchase Order</b> 页面会显示 <b>Description</b> 和 <b>Action</b> 。
12.	点击 <b>Submit</b> 按钮。 
13.	<b>Confirmation</b> 页面, 表明 <b>Purchase Order 30201 has been Acknowledged</b> 。
14.	点击 <b>Return to Purchase Order Summary</b> 链接。 <a href="#">Return to Purchase Order Summary</a>
15.	采购订单汇总页面显示 <b>PO Number 30201</b> 的 <b>Status</b> 是 <b>Accepted</b> 。
16.	此任务展示了如何查看和确认采购订单。 <b>End of Procedure.</b>

## 提交采购订单变更请求

### Procedure

此任务说明如何提交采购订单变更请求。

Step	Action
1.	<b>iSupplier Portal Home</b> 页面上显示的 <b>Orders At A Glance</b> , 列出了你提交的采购订单。您可以从该列表中选择, 但在本例中, 您将浏览 <b>Orders</b> 选项。



Step	Action
2.	<p>点击<b>Orders</b>选项。</p> 
3.	显示所有 <b>Purchase Orders</b> 清单, 从该列表中进行选择去做更改。
4.	<p>点击<b>30195</b>。</p> 
5.	<p>点击<b>Request Changes</b>按钮。</p> 
6.	采购订单显示 <b>Order Information</b> 。此外, 也显示行的汇总信息。

SHERWIN-WILLIAMS. iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Purchase Orders Work Orders Agreements Purchase History Work Confirmations Deliverables Deliverables Timecards RFQ

Orders: Purchase Orders >

Request Changes for Standard Purchase Order : 30195.0 (Total MXN 16500.00)

Currency=MXN

Cancel Cancel Entire Order View Change History Export Submit

Order Information

General Information

Total 16500.00

Supplier FISHER MEXICO S DE RL DE CV

Supplier Site FMKW Purchasing

Address 1 Mendez Ave

Mexico City, Monterrey

Buyer KWBUEY, Katherine

Order Date 02-Oct-2013 12:48:35

Description IABY 16 - Creating a PO\_21

Status Open

Note to Supplier

Organization SWMX LACGSS OU

Supplier Order Number

Attachments View

Terms and Conditions

Payment Terms Net 30

Carrier FOB

Freight Terms

Shipping Control

Ship-To Address

Address PONIENTE 140

595

INDUSTRIAL VALLEJO

AZCAPOTZALCO, 02300

Bill-To Address

Address PONIENTE 140

595

INDUSTRIAL VALLEJO

AZCAPOTZALCO, 02300

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	Delivered	Billed	Note to Contractor	Supplier Name	Status	Global Agreement	Supplier Conf ID
Done																

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Step

Action

7.

向下滚动页面以查看摘要行信息。  
Click the **Vertical** scrollbar.



Mexico City, Monterrey

Shipping Control

Buyer KWBUEY, Katherine

Order Date 02-Oct-2013 12:48:35

Description IABY 16 - Creating a PO\_21

Status Open

Note to Supplier

Organization SWMX LACGSS OU

Supplier Order Number

Attachments View

Ship-To Address

Address PONIENTE 140

595

INDUSTRIAL VALLEJO

AZCAPOTZALCO, 02300

Bill-To Address

Address PONIENTE 140

595

INDUSTRIAL VALLEJO

AZCAPOTZALCO, 02300

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	Delivered	Billed	Note to Contractor	Supplier Name	Status	Global Agreement	Supplier Conf ID
Show 2	Goods	FMKW Computer			High Speed Computer	EACH	10	1200	12000.00					Open		
Show 3	Goods	FMKWSoftware			Expensed Item	EACH	10	450	4500.00					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

Return to Orders: Purchase Orders

Cancel Cancel Entire Order View Change History Export Submit

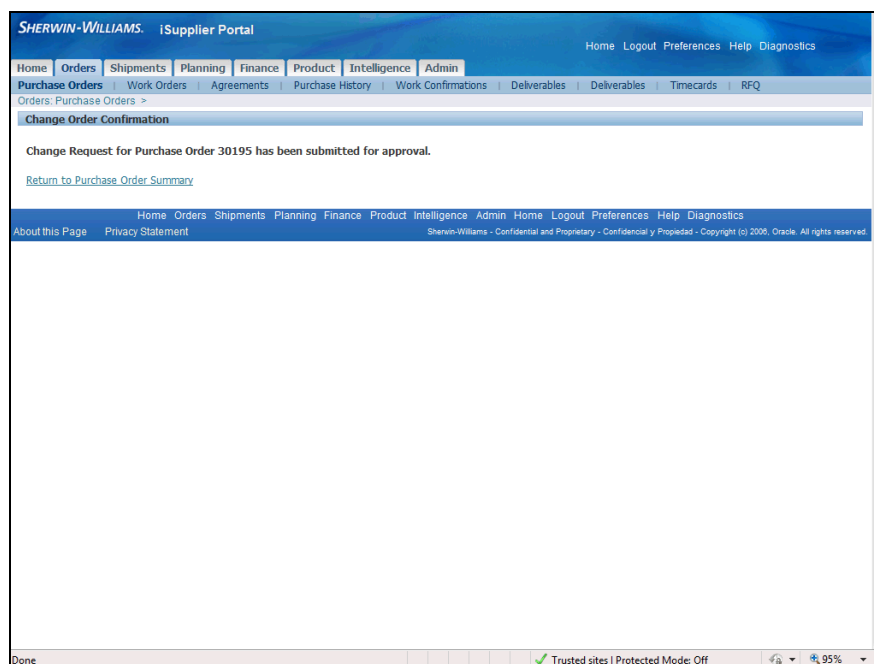
Home Orders Shipments Planning Finance Product Intelligence Admin Home Logout Preferences Help Diagnostics

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Step	Action
8.	若要更改数量, 请单击 <b>Show</b> 链接查看所选行的 <b>Details</b> 。 
9.	在相应的字段输入要更改的值。  在这个例子中, 更改 <b>Quantity Ordered</b> , 并输入 <b>Supplier Order Line</b> 号码。
10.	更改订购的数量。 输入更改的数量到 <b>SWMX LACGSS PLANTA VALLEJO</b> 字段。  输入“ <b>8</b> ”。
11.	单击 <b>Supplier Order Line</b> 字段。 
12.	输入行号到 <b>Supplier Order Line</b> 字段。  输入“ <b>3</b> ”。
13.	滚动到右侧。  单击 <b>Horizontal</b> 滚动条。 
14.	单击该按钮的 <b>Action</b> 字段。 
15.	单击 <b>Change</b> 列表项。 
16.	单击 <b>Reason</b> 字段。 
17.	在 <b>Open</b> 字段输入原因。  输入“库存不足”。
18.	单击 <b>Submit</b> 按钮。 
19.	<b>Change Order Confirmation</b> 页面显示您的更改已提交审批。



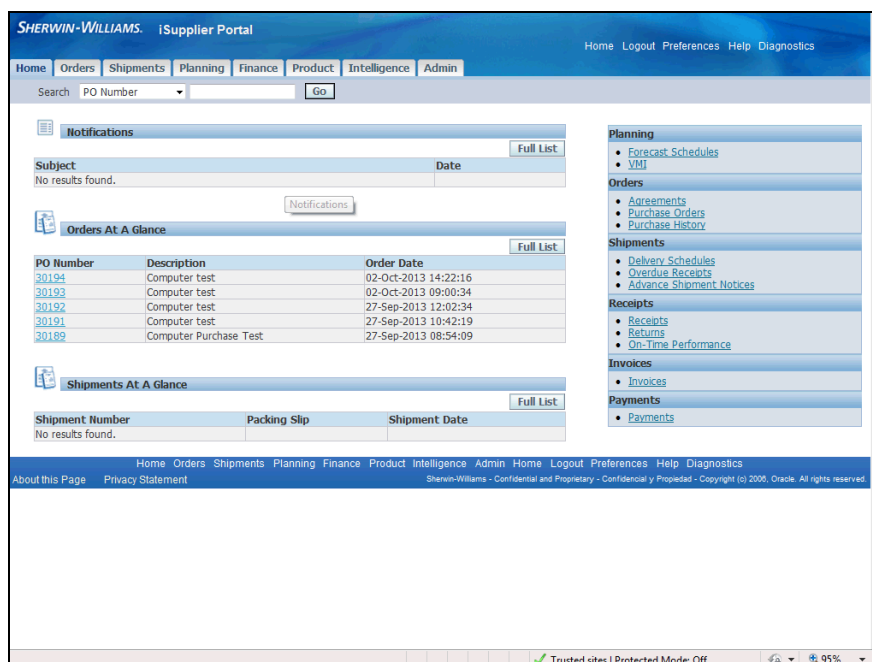
Step	Action
20.	<p>返回到<b>Purchase Order Summary</b>查看<b>Status</b>的变化。</p> <p>点击<b>Return to Purchase Order Summary</b>的链接。</p> <p><a href="#">Return to Purchase Order Summary</a></p>
21.	<p>注意<b>Purchase Order</b>的状态。它已经更改为<b>Supplier Change Pending</b>。</p>
22.	<p>此任务展示了如何提交<b>Purchase Order Change Request</b>。</p> <p><b>End of Procedure.</b></p>

## 查看寄售库存

### Procedure

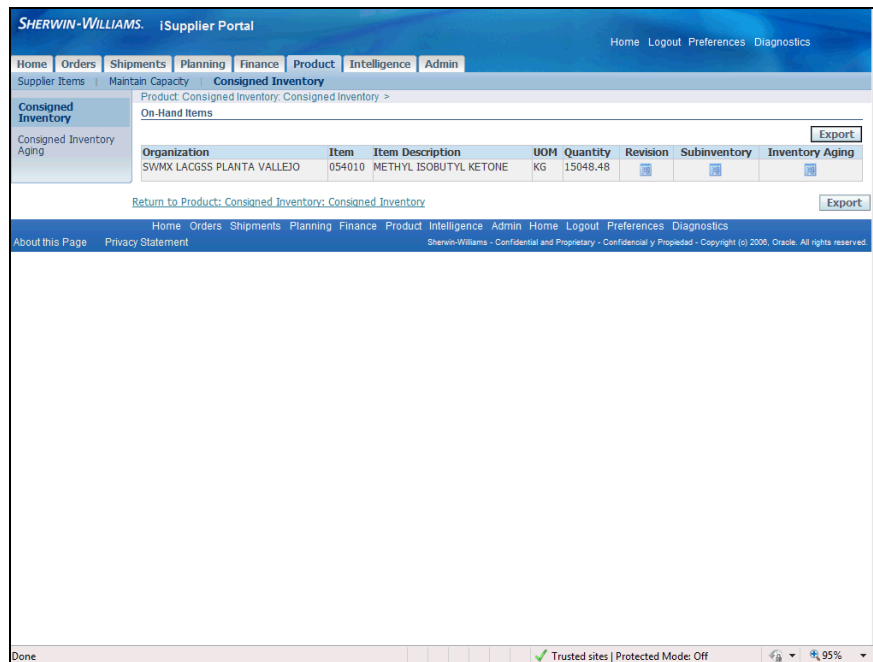
此任务说明如何查看寄售库存。

此功能仅在完全访问视图中可用。



Step	Action
23.	<p>点击<b>Product</b>选项。</p> <p><b>Product</b></p>
24.	<p>点击<b>Consigned Inventory</b>链接。</p> <p><b>Consigned Inventory</b></p>
25.	<p>使用<b>Simple Search</b>通过<b>Item</b>来查看<b>Consigned Inventory</b>。</p> <p>点击<b>Item</b>字段。</p> <p><input type="text"/></p>
26.	<p>输入代码到<b>Item</b>字段。</p> <p>输入“054010”。</p>
27.	<p>点击Go按钮。</p> <p><b>Go</b></p>
28.	<p><b>Simple Search</b>结果包括<b>Organizations</b>的寄售产品的库存清单。</p> <p>有多个可用视图, 包含了一些其它信息。</p>
29.	<p>点击<b>Consigned On-Hand</b>按钮。</p> <p></p>

Step	Action
30.	<p>显示选定的<b>Organization</b>的<b>On-Hand Items</b>数量。</p> <p><b>Revision, Subinventory, 和 Inventory Aging</b>都可以通过单击相应的链接进行查看。</p>



Step	Action
31.	<p>点击<b>Return to Product: Consigned Inventory: Consigned Inventory</b>链接。</p> <p><a href="#">Return to Product: Consigned Inventory: Consigned Inventory</a></p>



Step	Action
32.	<p>点击Go按钮。</p> 
33.	<p>点击<b>Consigned Shipments</b>按钮。</p> 
34.	<p>显示所选<b>Organization</b>的产品<b>Consigned Shipments</b>。</p> <p><b>Purchase Order</b>和<b>Ship-To Location</b>信息都可以通过单击相应的链接进行查看。</p>
35.	<p>点击<b>Product: Consigned Inventory: Consigned Inventory</b>链接。</p> 
36.	<p>点击Go按钮。</p> 
37.	<p>点击<b>Consumption Advices</b>按钮。</p> 
38.	<p>显示所选<b>Organization</b>的<b>Consumption Advices</b>。</p> <p><b>Purchase Order</b>和<b>Buyer</b>信息都可以通过单击相应的链接进行查看。</p>
39.	<p>点击<b>Product: Consigned Inventory: Consigned Inventory</b>链接。</p> 

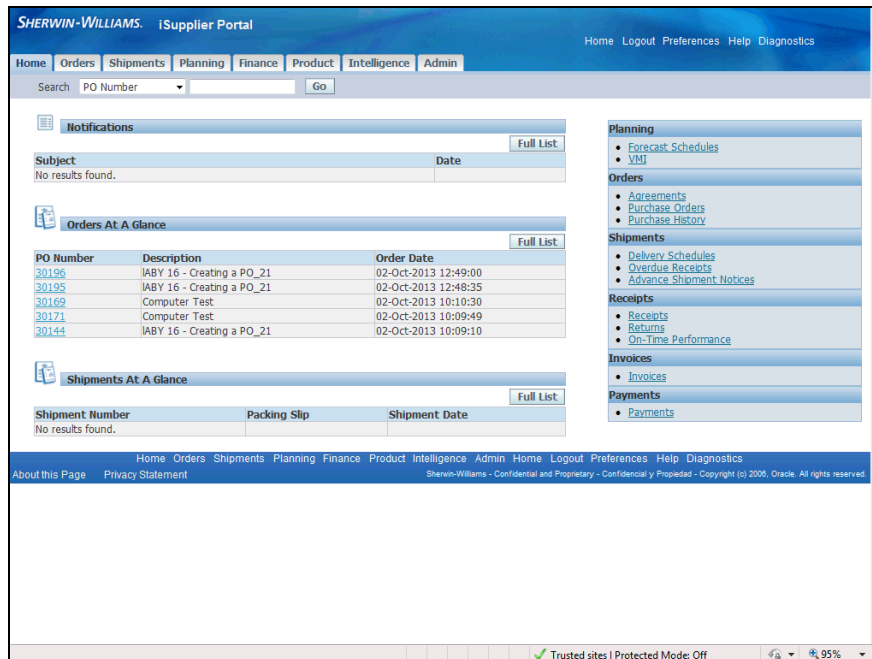
Step	Action
40.	<p>点击Go按钮。</p> 
41.	<p>点击<b>Consigned Receipts</b>按钮。</p> 
42.	<p><b>Consigned Receipts</b>显示<b>Organization. Receipt Number</b>和<b>PO Number</b>的链接可查看其它信息。</p>
43.	<p>点击<b>Product: Consigned Inventory: Consigned Inventory</b>链接。</p> 
44.	<p>点击Go按钮。</p> 
45.	<p>点击<b>Consigned Returns</b>按钮。</p> 
46.	<p>显示所选<b>Organization</b>的 <b>Returns Summary</b>。</p> <p>点击相应的链接, 可以根据<b>Receipt Number</b>查看<b>Receipts</b>, 通过<b>PO Number</b>查看<b>Purchase Orders</b>。</p>
47.	<p>点击<b>Product: Consigned Inventory: Consigned Inventory</b>链接。</p> 
48.	<p>点击Go按钮。</p> 
49.	<p>点击<b>Material Transactions</b>按钮。</p> 
50.	<p><b>Material Transactions</b>显示所选<b>Organization</b>的事务处理。</p> <p>您可以通过点击相应的链接查看每笔事务处理的<b>Location</b>信息。</p>
51.	<p>点击<b>Product: Consigned Inventory: Consigned Inventory</b>链接。</p> 
52.	<p>此任务展示了如何查看寄存库存。</p> <p><b>End of Procedure.</b></p>

## 取消订单和发货。

### Procedure

此任务说明如何取消单次发货和整个订单。

Step	Action
1.	<p>在<i>iSupplier Portal Home</i>页面有不同选项, 可以访问不同类型的信息。</p> <p>订单取消操作是在<b>Orders</b>选项中。</p>



Step	Action
2.	<p>点击<b>Order</b>选项。</p> <p><b>Orders</b></p>
3.	对 <b>最早选择的PO Number</b> 行, 选择 <b>取消发货或取消订单</b> 。
4.	<p>点击<b>30144</b>单选按钮。</p> <p><input type="radio"/></p>
5.	<p>点击<b>Request Cancellation</b>按钮。</p> <p><b>Request Cancellation</b></p>
6.	<p>显示采购订单抬头和行信息。</p> <p>在这个例子中, 将取消发货。</p>

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Home Logout Preferences Help Diagnostics

HomeOrdersShipmentsPlanningFinanceProductIntelligenceAdmin

Purchase OrdersWork OrdersAgreementsPurchase HistoryWork ConfirmationsDeliverablesDeliverablesTimecardsRFQ

Orders: Purchase Orders >

Request Cancellation for Standard Purchase Order: 30144.2 (Total MXN 17600.00)

Currency=MXN

CancelCancel Entire OrderView Change HistoryExportSubmit

Order Information

General Information

Total17600.00  
SupplierFISHER MEXICO S DE RL DE CV  
Supplier SiteFMKW Purchasing  
Address1 Mendez Ave  
Mexico City, Monterrey  
BuyerKWBUYER, Katherine  
Order Date02-Oct-2013 10:09:10  
DescriptionIABY 16 - Creating a PO\_21  
StatusOpen  
Note to Supplier  
OrganizationSWMX LACGSS OU  
Supplier Order Number  
AttachmentsView

Terms and Conditions

Payment TermsIMMEDIATE  
CarrierFOB  
Freight Terms  
Shipping Control  
Ship-To Address  
AddressPONIENTE 140  
595  
INDUSTRIAL VALLEJO  
AZCAPOTZALCO, 02300  
Bill-To Address  
AddressPONIENTE 140  
595  
INDUSTRIAL VALLEJO  
AZCAPOTZALCO, 02300

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.  
Show All Hide All

Details	Line Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Contractor	Status	Global Agreement ID	Supplier Config	Attach
Show 1	Goods	.01538644-99			SPRAY SOCK WHITE	EACH	10	10	100.00				Open			

Done

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Step

Action

7.

向下滚动页面访问行信息。



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Home Logout Preferences Help Diagnostics

HomeOrdersShipmentsPlanningFinanceProductIntelligenceAdmin

Purchase OrdersWork OrdersAgreementsPurchase HistoryWork ConfirmationsDeliverablesDeliverablesTimecardsRFQ

Orders: Purchase Orders >

Request Cancellation for Standard Purchase Order: 30144.2 (Total MXN 17600.00)

Currency=MXN

CancelCancel Entire OrderView Change HistoryExportSubmit

Order Information

General Information

Total17600.00  
SupplierFISHER MEXICO S DE RL DE CV  
Supplier SiteFMKW Purchasing  
Address1 Mendez Ave  
Mexico City, Monterrey  
BuyerKWBUYER, Katherine  
Order Date02-Oct-2013 10:09:10  
DescriptionIABY 16 - Creating a PO\_21  
StatusOpen  
Note to Supplier  
OrganizationSWMX LACGSS OU  
Supplier Order Number  
AttachmentsView

Terms and Conditions

Payment TermsIMMEDIATE  
CarrierFOB  
Freight Terms  
Shipping Control  
Ship-To Address  
AddressPONIENTE 140  
595  
INDUSTRIAL VALLEJO  
AZCAPOTZALCO, 02300  
Bill-To Address  
AddressPONIENTE 140  
595  
INDUSTRIAL VALLEJO  
AZCAPOTZALCO, 02300

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.  
Show All Hide All

Details	Line Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Contractor	Status	Global Agreement ID	Supplier Config	Attach
Show 1	Goods	.01538644-99			SPRAY SOCK WHITE	EACH	10	10	100.00				Open			
Show 2	Goods	FMKW Computer			High Speed Computer	EACH	10	1300	13000.00				Open			
Show 3	Goods	FMKWSoftware			Expensed Item	EACH	10	450	4500.00				Open			

Return to Orders: Purchase Orders

CancelCancel Entire OrderView Change HistoryExportSubmit

HomeOrdersShipmentsPlanningFinanceProductIntelligenceAdminHomeLogoutPreferencesHelpDiagnostics


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Step	Action
8.	<p>选定要取消的发货。</p> <p>点击发货取消行的<b>Show</b>链接。</p> 
9.	<p>滚动到页面的右侧。</p> <p>点击<b>Horizontal</b>滚动条。</p> 
10.	<p>显示行的<b>Details</b>信息, 并允许访问<b>Actions</b>和<b>Reason</b>字段。这两项在取消操作过程中是必须输入的。</p>
11.	<p>点击下拉按钮的<b>Action</b>字段。</p> 
12.	<p>取消发货。</p> <p>点击<b>Cancel</b>列表项。</p> 
13.	<p>点击<b>Reason</b>字段。</p> 
14.	<p>在<b>Reason</b>字段输入取消原因。</p> <p>输入“缺货”。</p>
15.	<p>点击<b>Submit</b>字段。</p> 
16.	<p>显示<b>Cancel Order Confirmation</b>页表示发货取消操作已提交审批。</p>
17.	<p>点击<b>Return to Purchase Order Summary</b>的链接。</p> 
18.	<p>在这个例子中, 将取消整个订单。</p>
19.	<p>点击<b>30170</b>单选按钮。</p> 
20.	<p>点击<b>Request Cancellation</b>字段。</p> 
21.	<p>为了能够取消订单, 就必须点击<b>Show Details</b>链接, 具有访问<b>Action</b>和<b>Reason</b>字段的权限。</p>

Step	Action
22.	<p>点击<b>Show</b>的链接。</p> 

**Order Information**

General Information	Terms and Conditions	Related Information
<p>Total: 2200.00</p> <p>Supplier: FISHER MEXICO S DE RL DE CV</p> <p>Supplier Site: FMKW Purchasing</p> <p>Address: 1 Mendez Ave, Mexico City, Monterrey</p> <p>Buyer: KVBUEYER, Katherine</p> <p>Order Date: 18-Sep-2013 13:19:09</p> <p>Description: Computer Test</p> <p>Status: Open</p> <p>Note to Supplier: SWMX LAGSS OU</p> <p>Supplier Order Number: Attachments <a href="#">View</a></p>	<p>Payment Terms: IMMEDIATE</p> <p>Carrier: FOB</p> <p>Freight Terms: Shipping Control</p> <p><b>Ship-To Address</b></p> <p>Address: PONIENTE 140, 595, INDUSTRIAL VALLEJO, AZCAPOTZALCO, 02300</p> <p><b>Bill-To Address</b></p> <p>Address: PONIENTE 140, 595, INDUSTRIAL VALLEJO, AZCAPOTZALCO, 02300</p>	<p><a href="#">Receipts</a></p> <p><a href="#">Invoices</a></p> <p><a href="#">Payments</a></p>

**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.  
[Show All](#) [Hide All](#)

Details Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Supplier	Note to Contractor	Status	Global Agreement	Supplier Config ID	At
1	Goods	FMKW Computer			High Speed Computer	EACH	2	1100	2200.00					Open			

**Shipments**

Shipment Location	Ship-To	Quantity	PO Details	Entity	Amount	Received	Amount	Promised	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Rea
1	SWMX LAGSS PLANTA VALLEJO	2	1100		2200.00				30-Sep-2013 00:00:00					Open			

Done. Trusted sites | Protected Mode: Off 95%

Step	Action
23.	<p>滚动到页面的右侧。</p> <p>Click the <b>Horizontal</b> scrollbar.</p> 

Step	Action
24.	点击 <b>Action</b> 下拉列表按钮。 
25.	点击 <b>Cancel</b> 列表项。 
26.	点击 <b>Reason</b> 字段。 
27.	输入原因到 <b>Reason</b> 字段。  输入“无存库”。

on

Terms and Conditions

Payment Terms: IMMEDIATE

Carrier: FOB

Freight Terms: Shipping Control

Ship-To Address

Address: PONIENTE 140  
595  
INDUSTRIAL VALLEJO  
AZCAPOTZALCO, 02300

Bill-To Address

Address: PONIENTE 140  
595  
INDUSTRIAL VALLEJO  
AZCAPOTZALCO, 02300

Related Information

Receipts  
Invoices  
Payments

Total: 2200.00

Supplier: FISHER MEXICO S DE RL DE CV

Buyer Site: FMKW Purchasing

Address: 1 Mendez Ave  
Mexico City, Monterrey

Buyer: KWBUEYER, Katherine

Order Date: 18-Sep-2013 13:19:09

Description: Computer Test

Status: Open

Supplier: SWMX LACGSS OU

Attachments: View

el the entire order or specific lines.  
ow link to view shipment details of a line.

Item/Job	Revision	Supplier	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
FMKW computer			High Speed Computer	EACH	2	1100	2200.00					Open				

Quantity Ordered	Price	Quantity Received	Amount Received	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
2	1100				30-Sep-2013 00:00:00					Open			nger in stock	Cancel

Done.

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Step	Action
28.	滚动到页面的底部。 Click the <b>Vertical</b> scrollbar.

FMKW Purchasing

Freight Terms: Shipping Control

Ship-To Address

Address: PONIENTE 140  
595  
INDUSTRIAL VALLEJO  
AZCAPOTZALCO, 02300

Bill-To Address

Address: PONIENTE 140  
595  
INDUSTRIAL VALLEJO  
AZCAPOTZALCO, 02300

Related Information

Receipts  
Invoices  
Payments

Total: 2200.00

Supplier: FISHER MEXICO S DE RL DE CV

Buyer Site: FMKW Purchasing

Address: 1 Mendez Ave  
Mexico City, Monterrey

Buyer: KWBUEYER, Katherine

Order Date: 18-Sep-2013 13:19:09

Description: Computer Test

Status: Open

Supplier: SWMX LACGSS OU

Attachments: View

el the entire order or specific lines.  
ow link to view shipment details of a line.

Item/Job	Revision	Supplier	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
FMKW computer			High Speed Computer	EACH	2	1100	2200.00					Open				

Quantity Ordered	Price	Quantity Received	Amount Received	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
2	1100				30-Sep-2013 00:00:00					Open			nger in stock	Cancel

Cancel | Cancel Entire Order | View Change History | Export | Submit

Home Orders Shipments Planning Finance Product Intelligence Admin Home Logout Preferences Help Diagnostics

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Done.

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Step	Action
29.	<p>点击<b>Submit</b>字段。</p> 
30.	显示 <b>Cancel Order Confirmation</b> 页表示你的请求已提交审批。
31.	<p>点击<b>Return to Purchase Order Summary</b>的链接。</p> <p><a href="#">Return to Purchase Order Summary</a></p>
32.	验证订单的 <b>Status</b> 是否已更改。 <b>Status</b> 是 <b>Supplier Change Pending</b> 。
33.	<p>此任务展示了如何取消单次发货和整个订单。</p> <p><b>End of Procedure.</b></p>