

Supplier Portal Training Guide



Supplier Portal Training Guide

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Supplier Portal Training Guide

Supplier

Navigating the iSupplier Portal

Purpose: To show you how to navigate the iSupplier Portal

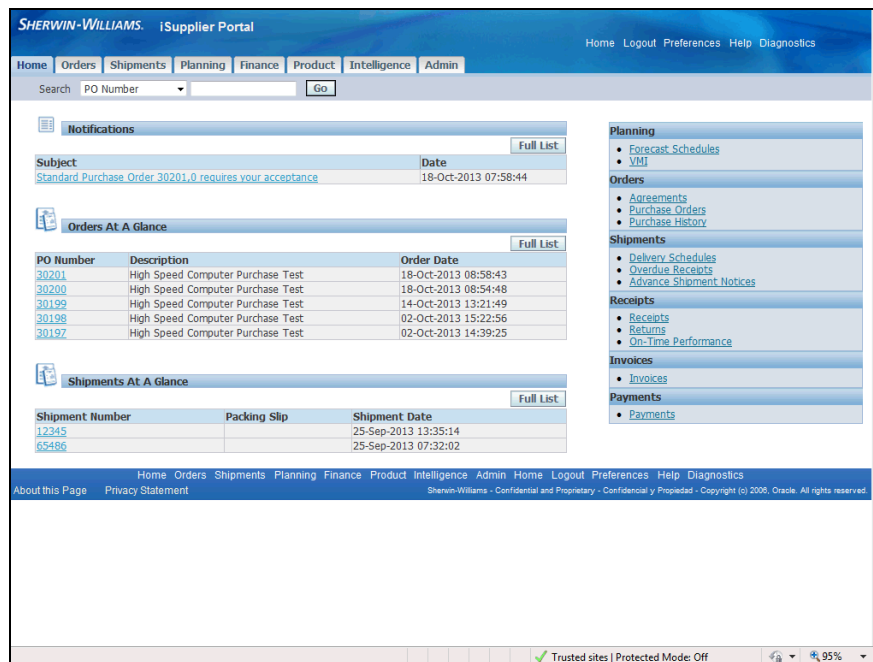
Pre-Requisites: Pre-registration in iSupplier Portal

Navigation: SW%% POS iSP Full Access > iSupplier Portal Home Page

The iSupplier Portal is an internet self-service tool which consists of pages of forms and information to enable secure transactions between buyers and suppliers. It is available 24 hours a day, 7 days a week with minimum down time. You are able to access information related to your business using a designated log in process. Through email notifications, both the buyer and seller have real-time visibility of purchase orders, receipts, invoices, and payments.

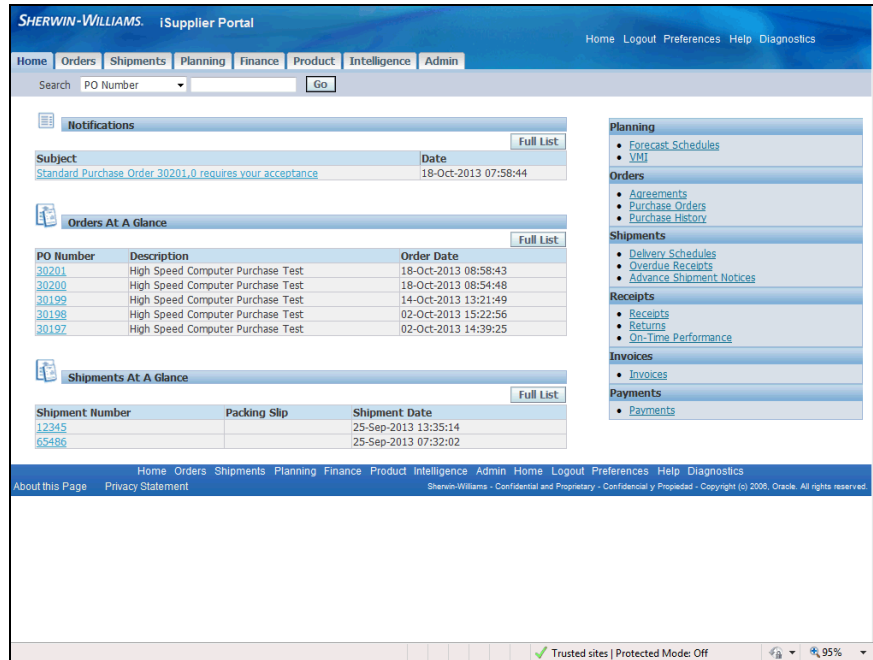
Procedure

This task shows you how to navigate the iSupplier Portal. It is not intended to show you how to perform specific tasks.

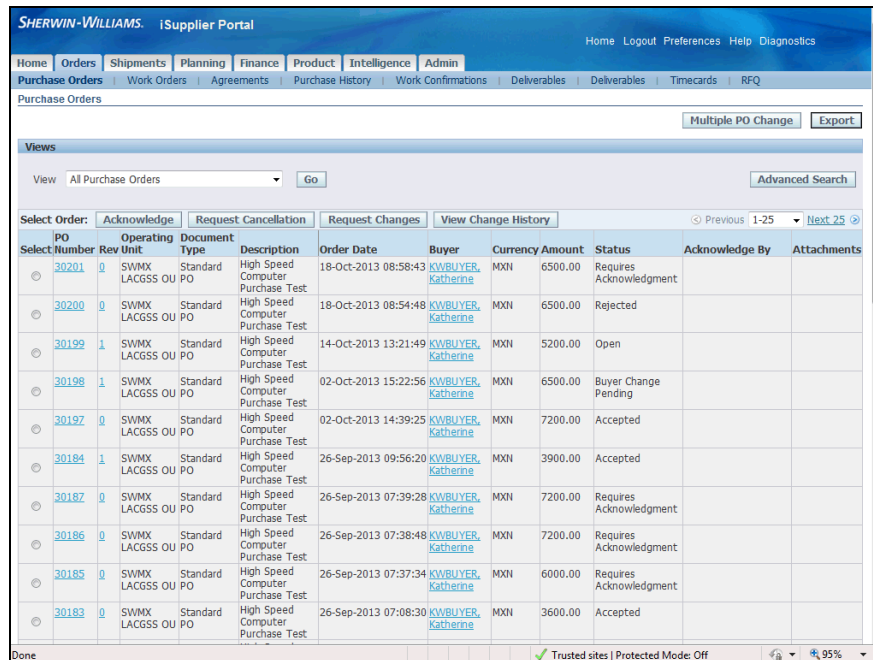


Step	Action
1.	The iSupplier Home page is comprised of Tabs , Links , and Buttons which give you access to different areas containing information. From this page, you are able to access information about Orders , Shipments , Deliveries , Receipts , Invoices , and Payments . Notifications are also available to view.

Supplier Portal Training Guide



Step	Action
2.	Click the Orders tab. <div> <div>Orders</div> </div>



Supplier Portal Training Guide

Step	Action
3.	<p>The Orders tab is set to View All Purchase Orders by default.</p> <p>Each Purchase Order row gives pertinent information along with links to view the PO Number, Rev information, and contact information for the Buyer. You can access this information by clicking on the appropriate link.</p>

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

Purchase Orders [Multiple PO Change](#) [Export](#)

Views

View All Purchase Orders [Go](#) [Advanced Search](#)

Select Order: [Acknowledge](#) [Request Cancellation](#) [Request Changes](#) [View Change History](#) [Previous](#) 1-25 [Next 25](#)

PO Select	Number	Rev	Unit	Operating Type	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	30201	0		SWMX	Standard PO	High Speed Computer Purchase Test	18-Oct-2013 08:58:43	KWBUYER, Katherine	MXN	6500.00	Requires Acknowledgment		
<input type="radio"/>	30200	0		SWMX	Standard PO	High Speed Computer Purchase Test	18-Oct-2013 08:54:48	KWBUYER, Katherine	MXN	6500.00	Rejected		
<input type="radio"/>	30199	1		SWMX	Standard PO	High Speed Computer Purchase Test	14-Oct-2013 13:21:49	KWBUYER, Katherine	MXN	5200.00	Open		
<input type="radio"/>	30198	1		SWMX	Standard PO	High Speed Computer Purchase Test	02-Oct-2013 15:22:56	KWBUYER, Katherine	MXN	6500.00	Buyer Change Pending		
<input type="radio"/>	30197	0		SWMX	Standard PO	High Speed Computer Purchase Test	02-Oct-2013 14:39:25	KWBUYER, Katherine	MXN	7200.00	Accepted		
<input type="radio"/>	30184	1		SWMX	Standard PO	High Speed Computer Purchase Test	26-Sep-2013 09:56:20	KWBUYER, Katherine	MXN	3900.00	Accepted		
<input type="radio"/>	30187	0		SWMX	Standard PO	High Speed Computer Purchase Test	26-Sep-2013 07:39:28	KWBUYER, Katherine	MXN	7200.00	Requires Acknowledgment		
<input type="radio"/>	30186	0		SWMX	Standard PO	High Speed Computer Purchase Test	26-Sep-2013 07:38:48	KWBUYER, Katherine	MXN	7200.00	Requires Acknowledgment		
<input type="radio"/>	30185	0		SWMX	Standard PO	High Speed Computer Purchase Test	26-Sep-2013 07:37:34	KWBUYER, Katherine	MXN	6000.00	Requires Acknowledgment		
<input type="radio"/>	30183	0		SWMX	Standard PO	High Speed Computer Purchase Test	26-Sep-2013 07:08:30	KWBUYER, Katherine	MXN	3600.00	Accepted		

Done [Trusted sites](#) | Protected Mode: Off [95%](#)

Step	Action
4.	<p>Click the Shipments tab.</p> <p>Shipments</p>

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SHERWIN-WILLIAMS. iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Delivery Schedules Shipment Notices Shipment Schedules Receipts Returns Overdue Receipts On-Time Performance

Delivery Schedules

Export

Simple Search

Advanced Search

Organization Item Number

PO Number Ship-To Location

Supplier Item Promised Date (example: 21-Oct-2013)

Item Description Need-By Date (example: 21-Oct-2013)

Go Clear

Organization	PO Number	Supplier Item	Item Description	Quantity UOM Ordered	Quantity Received	Ship-To Location	Item Carrier Number	Supplier Config ID	Supplier Location	Promised Date	Need-By Date
No search conducted.											

Export

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

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Step	Action
5.	The Shipments tab opens to Delivery Schedules . You are also able to view Shipment Notices, Receipts, Overdue Receipts, and On-Time Performances by clicking the appropriate link on the row below the Shipments tab.

SHERWIN-WILLIAMS. iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Delivery Schedules Shipment Notices Shipment Schedules Receipts Returns Overdue Receipts On-Time Performance

Delivery Schedules

Export

Simple Search

Advanced Search

Organization Item Number

PO Number Ship-To Location

Supplier Item Promised Date (example: 21-Oct-2013)

Item Description Need-By Date (example: 21-Oct-2013)

Go Clear

Organization	PO Number	Supplier Item	Item Description	Quantity UOM Ordered	Quantity Received	Ship-To Location	Item Carrier Number	Supplier Config ID	Supplier Location	Promised Date	Need-By Date
No search conducted.											

Export

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

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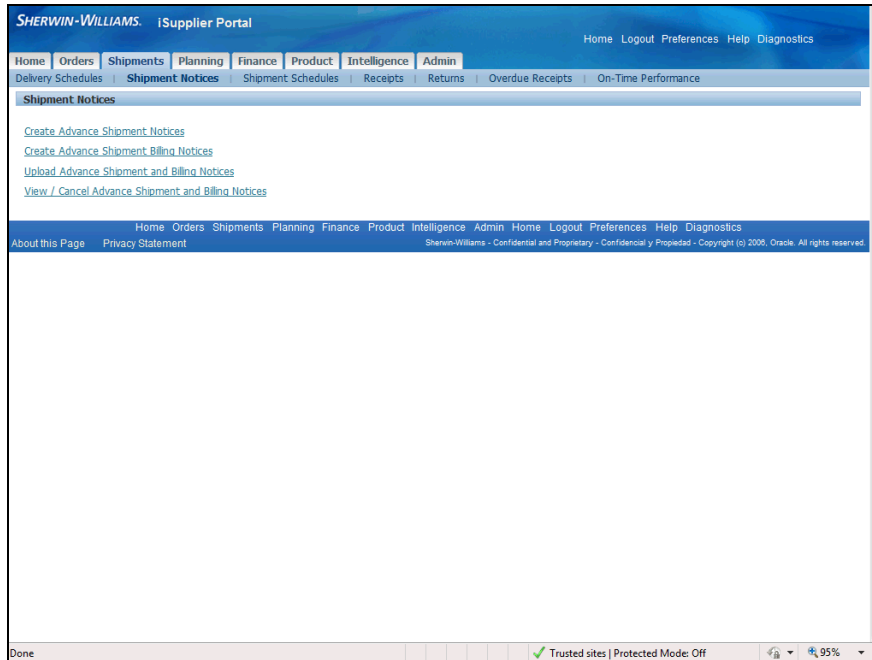
Supplier Portal Training Guide

Step	Action
6.	<p>The Shipments tab requires you to enter criteria to run a search to obtain the list you want. You can enter as much or as little criteria as you choose.</p> <p>On this page, for example, if you enter the Organization information and click Go, the search will result in a list of all Delivery Schedules for that Organization.</p>

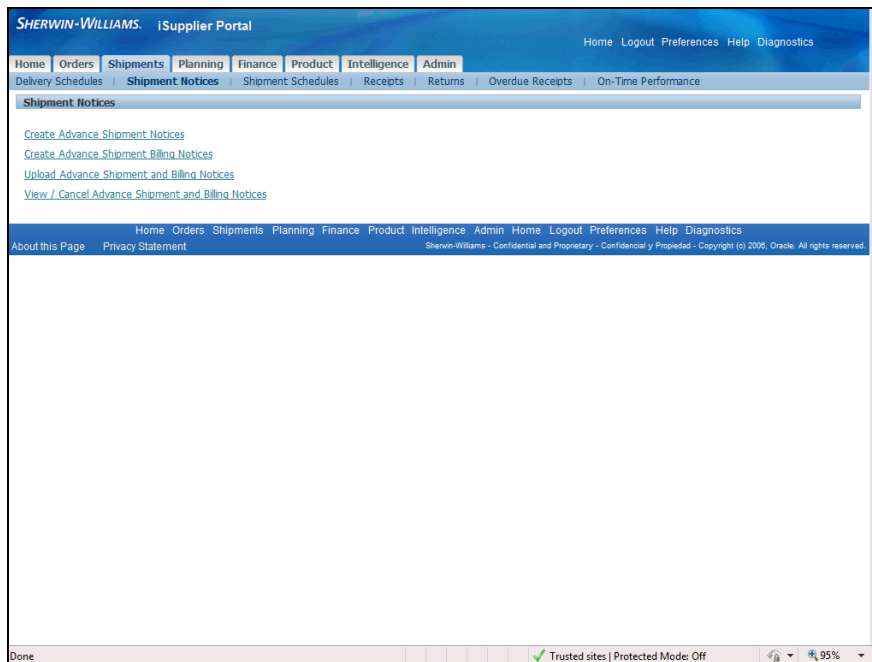
The screenshot displays the SHERWIN-WILLIAMS Supplier Portal. The top navigation bar includes links for Home, Orders, Shipments, Planning, Finance, Product, Intelligence, and Admin. Below this, a secondary navigation bar highlights 'Delivery Schedules' and includes links for Shipment Notices, Shipment Schedules, Receipts, Returns, Overdue Receipts, and On-Time Performance. The main content area is titled 'Delivery Schedules' and features a 'Simple Search' section with input fields for Organization, PO Number, Supplier Item, Item Description, Item Number, Ship-To Location, Promised Date, and Need-By Date. There are 'Go' and 'Clear' buttons for the search. An 'Advanced Search' button is also present. Below the search fields is a table with columns: Organization, PO Number, Supplier Item, Item Description, Quantity UOM Ordered, Quantity Received, Ship-To Location, Item Carrier Number, Supplier Config ID, Supplier Location, Promised Date, and Need-By Date. The table currently shows 'No search conducted.' at the bottom. The footer includes links for 'About this Page' and 'Privacy Statement', and a copyright notice for Sherwin-Williams.

Step	Action
7.	<p>Click the Shipment Notices link.</p> <p>Shipment Notices</p>

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Step	Action
8.	In Shipment Notices , you can Create Advance Shipment Notices , Create Advance Shipment Billing Notices , or View/Cancel Advance Shipment and Billing Notices . Select the appropriate link to open the information area you require.



Supplier Portal Training Guide

Step	Action
9.	Click the Receipts link. <div>Receipts</div>

The screenshot displays the 'SHERWIN-WILLIAMS Supplier Portal' interface. At the top, there's a navigation bar with links like Home, Orders, Shipments, Planning, Finance, Product, Intelligence, and Admin. Below this, a sub-navigation bar includes Delivery Schedules, Shipment Notices, Shipment Schedules, Receipts (highlighted), Returns, Overdue Receipts, and On-Time Performance. The main section is titled 'View Receipts' and features a 'Simple Search' form. This form contains input fields for Receipt Number, PO Number, Release Number, Shipment Number, Shipped Date, Organization, Item Number, Supplier Item, and Item Description. There are 'Go' and 'Clear' buttons for the search. To the right of the search fields is an 'Advanced Search' button. Below the search form is a table with columns: Receipt, Creation Date, Organization, Shipment Date, Packing Slip, Containers, Waybill/Airbill, Carrier, Freight, Bill of Lading, PO Number, Invoice, and Attachments. The table currently shows 'No search conducted.' and an 'Export' button is visible at the bottom right of the table area.

Step	Action
10.	The Receipts link requires a search in order to view information. You can search by Receipt Number, PO Number , or other criteria, and click Go . Your receipt information will display.

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SHERWIN-WILLIAMS. | Supplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

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

View Receipts Export

Simple Search Advanced Search

Receipt Number
 PO Number (example: 1234)
 Release Number (example: 1234-2)
 Shipment Number
 Shipped Date (example: 21-Oct-2013)
 Organization
 Item Number
 Supplier Item
 Item Description

Go Clear

Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice Attachments
No search conducted.											

Export

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

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Step	Action
11.	Click the Finance link. <div>Finance</div>

SHERWIN-WILLIAMS. | Supplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Create Invoices | View Invoices | View Payments

Invoice Actions Create Invoice With a PO Go

Search

Note that the search is case insensitive

Supplier **INDUSTRIA METALICA DEL ENVASE SA DE CV** Purchase Order Number
 Invoice Number Invoice Amount
 Invoice Date From (example: 21-Oct-2013) Invoice Date To
 Invoice Status Currency
 Go Clear

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
No search conducted.									

Create Invoice With a PO Go

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

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Step	Action
12.	<p>The Finance tab opens to the Create Invoices page. This page is used to enter information for creating and submitting your invoices.</p> <p>The View Invoices and View Payments links are available as appropriate.</p>

The screenshot displays the 'Create Invoices' page in the SHERWIN-WILLIAMS iSupplier Portal. The page has a blue header with navigation tabs: Home, Orders, Shipments, Planning, Finance (selected), Product, Intelligence, and Admin. Below the tabs are links for 'Create Invoices', 'View Invoices', and 'View Payments'. The main content area is titled 'Invoice Actions' and includes a 'Create Invoice' button with a 'With a PO' dropdown and a 'Go' button. A search section follows, with a note that the search is case insensitive. The search fields include Supplier (INDUSTRIA METALICA DEL ENVASE SA DE CV), Invoice Number, Invoice Date From, Invoice Date To, Purchase Order Number, Invoice Amount, Invoice Date To, and Currency. Below the search fields are 'Go' and 'Clear' buttons. A table with columns: Invoice Number, Invoice Date, Invoice Currency Code, Invoice Amount, Purchase Order, Status, Withdraw, Cancel, Update, and View Attachments is shown. The table currently displays 'No search conducted.' At the bottom of the page, there is a footer with links for 'About this Page' and 'Privacy Statement', and a copyright notice for Sherwin-Williams.

Step	Action
13.	<p>Click the View Invoices link.</p> <p>View Invoices</p>

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SHERWIN-WILLIAMS. iSupplier Portal

Home Logout Preferences Help Diagnostics

Create Invoices **View Invoices** View Payments

View Invoices Export

Simple Search Advanced Search

Invoice Number
 PO Number (example : 1234)
 Release Number (example : 1234-2)
 Payment Number
 Invoice Status
 Go Clear

Payment Status
 Invoice Amount From To
 Amount Due From To
 Invoice Date From To
 Due Date From To (example: 21-Oct-2013)

Invoice	Invoice Date	Type	Currency	Amount	Due Status	Hold	Payment Status	Due Date	Payment Number	Receipt Date	Discount	Available Discount Attachments
No search conducted.												

Export

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

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Step	Action
14.	A search is required to View Invoices . Enter the criteria to use for your search and click Go .

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Home Logout Preferences Help Diagnostics

Create Invoices **View Invoices** View Payments

View Invoices Export

Simple Search Advanced Search

Invoice Number
 PO Number (example : 1234)
 Release Number (example : 1234-2)
 Payment Number
 Invoice Status
 Go Clear

Payment Status
 Invoice Amount From To
 Amount Due From To
 Invoice Date From To
 Due Date From To (example: 21-Oct-2013)

Invoice	Invoice Date	Type	Currency	Amount	Due Status	Hold	Payment Status	Due Date	Payment Number	Receipt Date	Discount	Available Discount Attachments
No search conducted.												

Export

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

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Step	Action
15.	Click the View Payments link. View Payments

The screenshot shows the 'View Payments' page in the SHERWIN-WILLIAMS iSupplier Portal. The page has a blue header with the company name and navigation links. Below the header is a sub-header with tabs for 'Create Invoices', 'View Invoices', and 'View Payments'. The 'View Payments' tab is selected. The main content area features a 'Simple Search' section with a note that the search is case insensitive. There are input fields for 'Payment Number', 'Invoice Number', 'PO Number', and 'Release Number' (with an example '1234-2'). There are also fields for 'Status', 'Payment Amount From', 'Payment Amount To', 'Payment Date From', and 'Payment Date To' (with an example '21-Oct-2013'). A 'Go' button and a 'Clear' button are at the bottom of the search fields. To the right of the search fields is an 'Advanced Search' button. Below the search fields is a table with the following columns: 'Payment', 'Payment Date', 'Currency', 'Amount/Method', 'Status', 'Status Date', 'Bank Account', 'Invoice', and 'PO Number'. The table currently displays 'No search conducted.' There is an 'Export' button at the bottom right of the table. At the bottom of the page, there is a footer with 'About this Page' and 'Privacy Statement' links, and a copyright notice for Sherwin-Williams.

Step	Action
16.	A search is required here also. You can search by Invoice Number or PO Number if you do not have the Payment Number . Other criteria can be entered as required.

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SHERWIN-WILLIAMS. iSupplier Portal Home Logout Preferences Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Create Invoices View Invoices **View Payments**

View Payments Export

Simple Search

Note that the search is case insensitive Advanced Search

Payment Number Status

Invoice Number Payment Amount From To

PO Number Payment Date From To

Release Number Go Clear

Payment **Payment Date** **Currency** **Amount/Method** **Status** **Status Date** **Bank Account** **Invoice** **PO Number**

No search conducted.

Export

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

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SHERWIN-WILLIAMS. iSupplier Portal Home Logout Preferences Help

Home Orders Shipments Planning Finance Product Intelligence Admin

Search PO Number Go

Notifications Full List

Subject **Date**

[Standard Purchase Order 30201.0 requires your acceptance](#) 18-Oct-2013 07:58:44

Orders At A Glance Full List

PO Number **Description** **Order Date**

No results found.

Shipments At A Glance Full List

Shipment Number **Packing Slip** **Shipment Date**

No results found.

Planning

- Forecast Schedules
- VMI

Orders

- Agreements
- Purchase Orders
- Purchase History

Shipments

- Delivery Schedules
- Overdue Receipts
- Advance Shipment Notices

Receipts

- Receipts
- Returns
- On-Time Performance

Invoices

- Invoices

Payments

- Payments

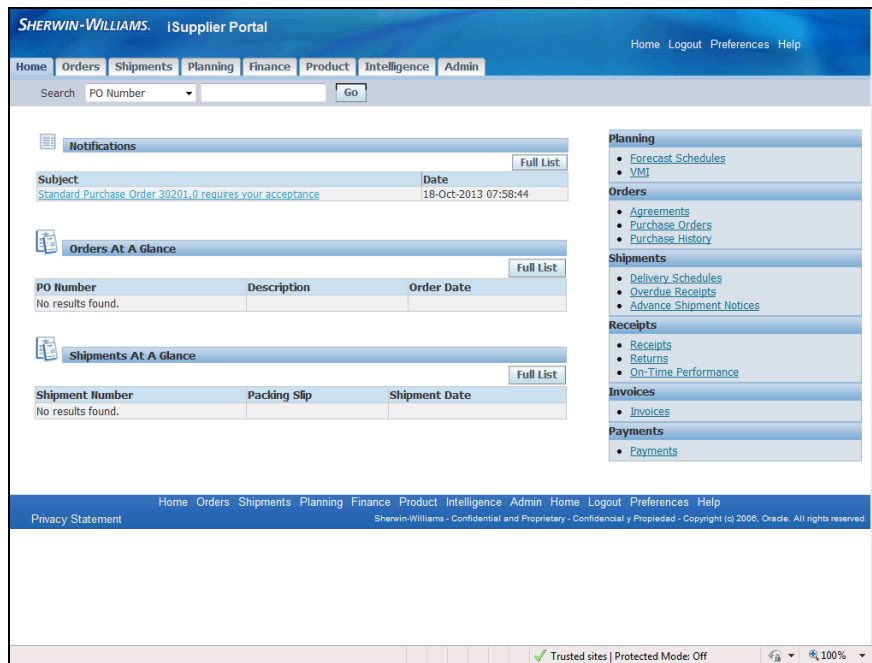
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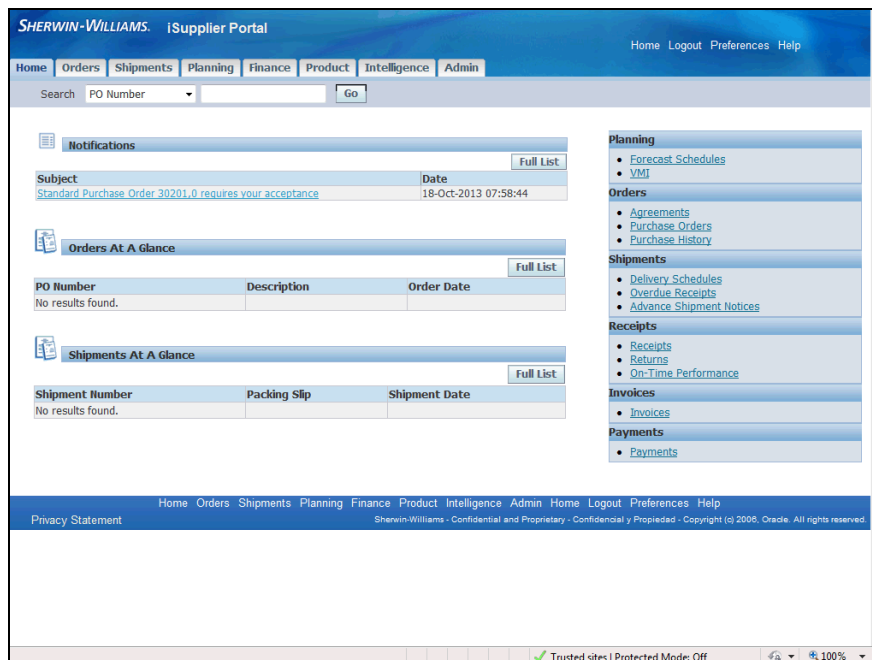
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Step	Action
17.	<p>There is a menu on the right-hand side of the page which can also be used to access information.</p> <p>Some of the same information accessed through the tabs can also be accessed using the links in this menu.</p>

Supplier Portal Training Guide



Step	Action
18.	<p>Notifications, Orders at a Glance, and Shipments at a Glance are available in the main area of the page.</p> <p>If the list for any of these items is extensive it is necessary to click the Full List button to view everything in that category.</p>



Supplier Portal Training Guide

Step	Action
19.	To open the Notification listed, click the Standard Purchase Order 30201,0 requires your acceptance link.

SHERWIN-WILLIAMS. | Supplier 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	Buyer KWBUEYER, Katherine
Date Of Revision	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
							Total (MXN)6500.00

Done

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Step	Action
20.	<p>A full view of the Notification displays. Scroll down the page to view all of the information.</p> <p>Click the Vertical scrollbar.</p> 

Supplier Portal Training Guide

From: KWBUYER, 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

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

Buyer
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 KWBUYER, Katherine
Buyer

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

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

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

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
							Total (MXN)6500.00

The document requires acceptance by

[Return to Worklist](#) [Accept](#) [Reject](#)

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

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Step	Action
21.	Click the Return to Worklist link. Return to Worklist

SHERWIN-WILLIAMS | Supplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Full List

From	Type	Subject	Sent	Due
KWBUYER, Katherine	PO Approval	Standard Purchase Order 30201.0 requires your acceptance	18-Oct-2013	


✓ TIP Vacation Rules - Redirect or auto-respond to notifications.
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.

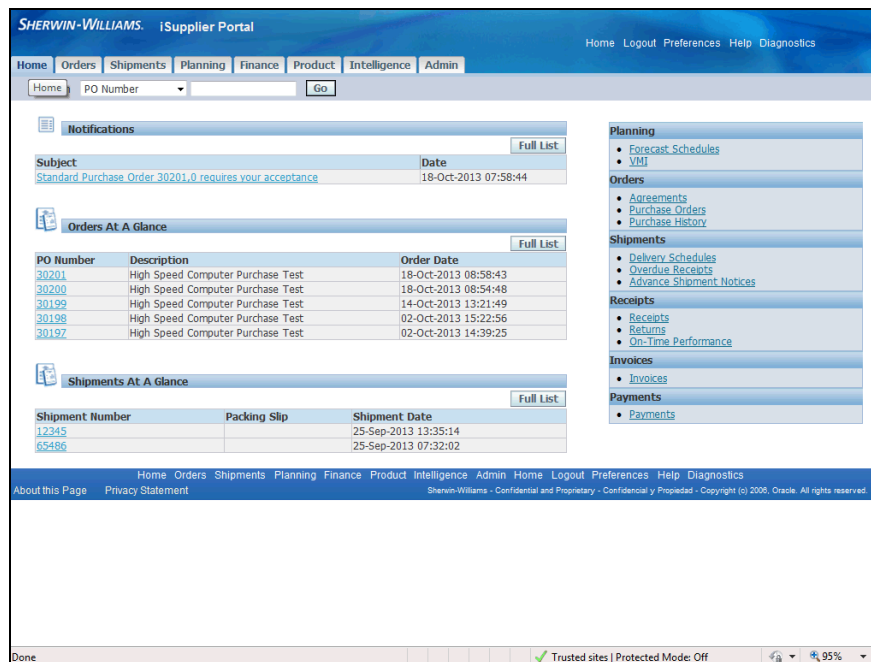
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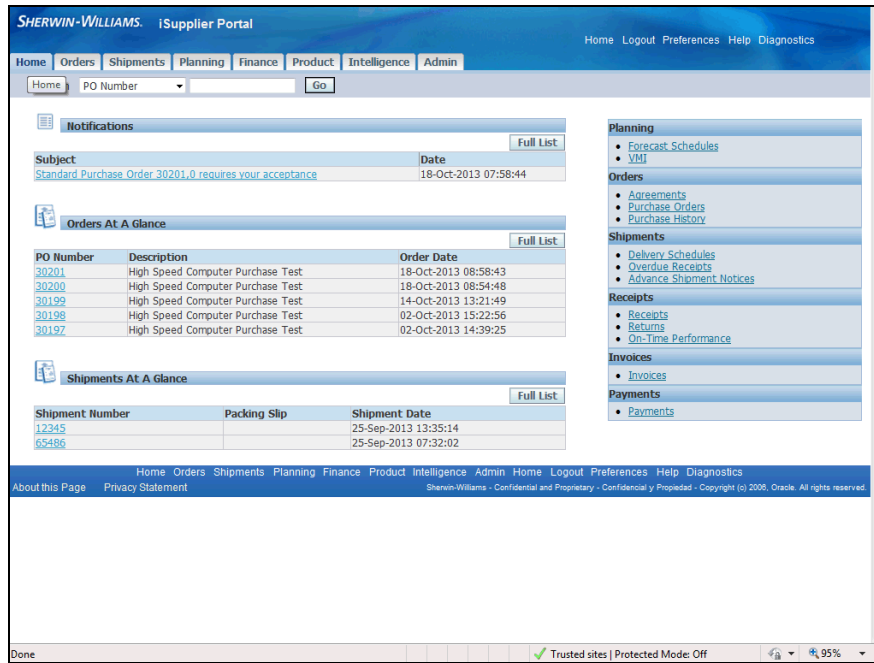
Supplier Portal Training Guide

Step	Action
22.	<p>A summary view of the Notification displays.</p> <p>Click the Home tab.</p> 

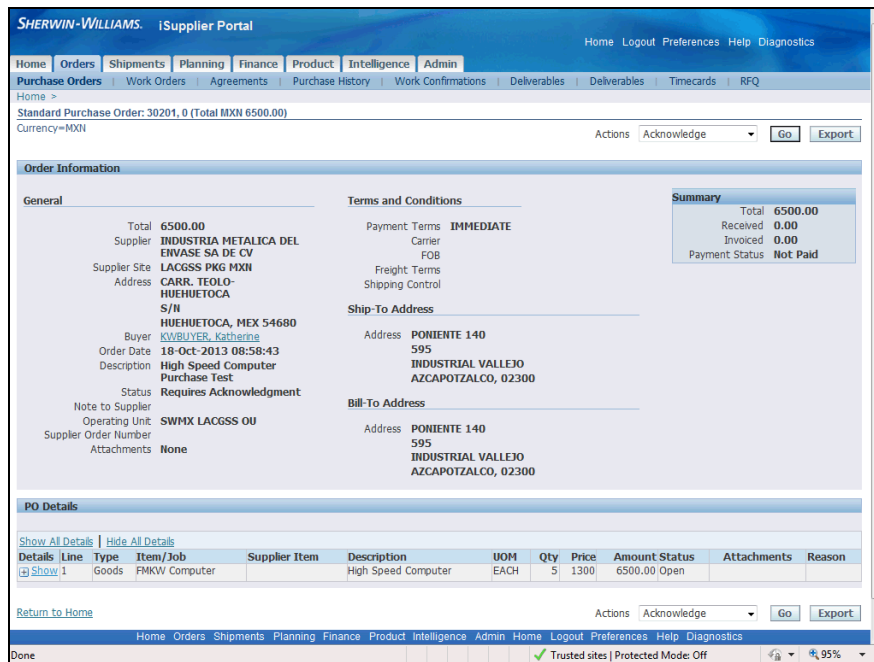


Step	Action
23.	<p>Orders are available to view from Orders At A Glance. You can click the Full List button to open the list of Purchase Orders, or you can click a PO Number to open that Purchase Order.</p>

Supplier Portal Training Guide



Step	Action
24.	Click the 30201 link. 30201



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Step	Action
25.	<p>The Purchase Order page displays.</p> <p>You can click the Show link under Details to view detailed information.</p>

SHERWIN-WILLIAMS Supplier 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

Home >

Standard Purchase Order: 30201,0 (Total MXN 6500.00)

Currency=MXN

Actions Acknowledge Go Export

Order Information

General	Terms and Conditions	Summary
Total 6500.00 Supplier INDUSTRIA METALICA DEL ENRIQUE SA DE CV Supplier Site LAGSS PKG MXN Address CARR. TEOLLO-HUEHUETOCA S/N HUEHUETOCA, MEX 54680 Buyer KWBUEYER, Katherine Order Date 18-Oct-2013 08:58:43 Description High Speed Computer Status Purchase Test Note to Supplier Requires Acknowledgment Operating Unit SWMX LAGSS OU Supplier Order Number Attachments None	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	Total 6500.00 Received 0.00 Invoiced 0.00 Payment Status 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
Show	1	Goods	FMKW Computer		High Speed Computer	EACH	5	1300	6500.00	Open		

Return to Home

Actions Acknowledge Go Export

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

Done

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Step	Action
26.	<p>Click the Return to Home link to return to the Home page.</p> <p>Return to Home</p>

Supplier Portal Training Guide

SHERWIN-WILLIAMS. iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Search PO Number Go

Notifications [Full List](#)

Subject **Date**

[Standard Purchase Order 30201.0 requires your acceptance](#) 18-Oct-2013 07:58:44

Orders At A Glance [Full List](#)

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

Shipments At A Glance [Full List](#)

Shipment Number	Packing Slip	Shipment Date
12345		25-Sep-2013 13:35:14
65486		25-Sep-2013 07:32:02

Planning

- Forecast Schedules
- VMI

Orders

- Agreements
- Purchase Orders
- Purchase History

Shipments

- Delivery Schedules
- Overdue Receipts
- Advance Shipment Notices

Receipts

- Receipts
- Returns
- On-Time Performance

Invoices

- Invoices

Payments

- Payments

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

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Done Trusted sites | Protected Mode: Off 95%

Step	Action
27.	<p>Shipments At A Glance displays the shipment information for the listed items.</p> <p>To view the detailed list, click the Full List button.</p> <p>Full List</p>

SHERWIN-WILLIAMS. iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

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

View / Cancel Advance Shipment Notice [Export](#)

Views

View Last 25 Shipment Notices Go [Advanced Search](#)

Once a shipment notice is cancelled it cannot be undone

Select Advance Shipment Notice [Cancel Shipment Notice](#)

Shipment Select Number	Shipment Date	Expected Receipt Date	Freight Carrier	Waybill/Airbill Number	Supplier Site	Invoice Number	Packing Slip	Processing Status	Cancellation Status
<input type="radio"/> 12345	25-Sep-2013 13:35:14	02-Oct-2013 13:36:05			LACGSS PKG M001			Pending	
<input type="radio"/> 65486	25-Sep-2013 07:32:02	02-Oct-2013 07:31:33			LACGSS PKG M001			Pending	

[Export](#)

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

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Supplier Portal Training Guide

Step	Action
28.	This page is also used to cancel shipment notices. The Cancel Shipment Notice button takes you to the form to complete the cancellation.

SHERWIN-WILLIAMS iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Delivery Schedules Shipment Notices Shipment Schedules Receipts Returns Overdue Receipts On-Time Performance

View / Cancel Advance Shipment Notice

Export

Views

View Last 25 Shipment Notices Go Advanced Search

Once a shipment notice is cancelled it cannot be undone

Select Advance Shipment Notice Cancel Shipment Notice

Select	Shipment Number	Shipment Date	Expected Receipt Date	Freight Carrier	Waybill/Airbill Number	Supplier Site	Invoice Number	Packing Slip	Processing Status	Cancellation Status
<input type="radio"/>	12345	25-Sep-2013 13:35:14	02-Oct-2013 13:36:05			LACGSS PKG MXN			Pending	
<input type="radio"/>	65486	25-Sep-2013 07:32:02	02-Oct-2013 07:31:33			LACGSS PKG MXN			Pending	

Export

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

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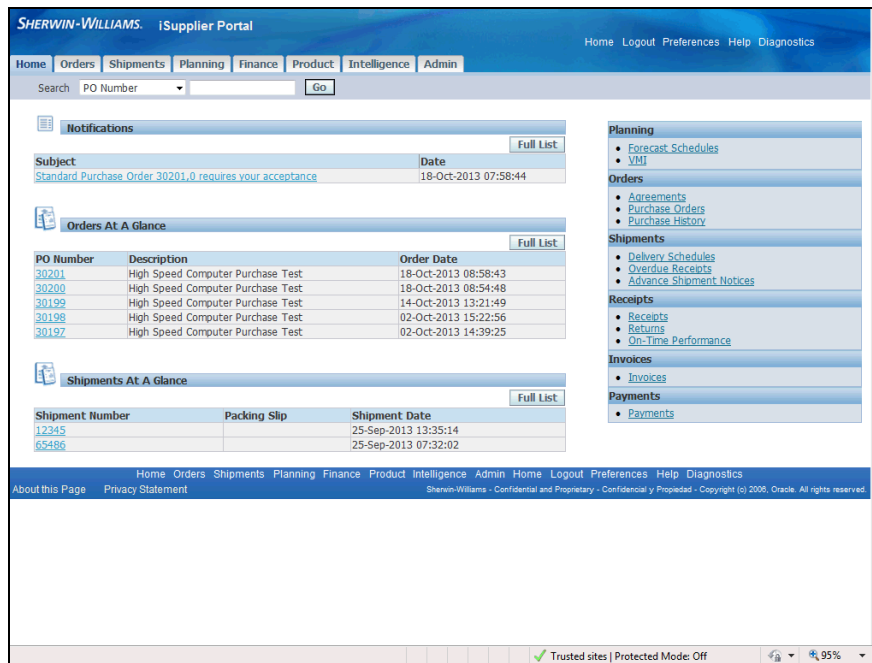
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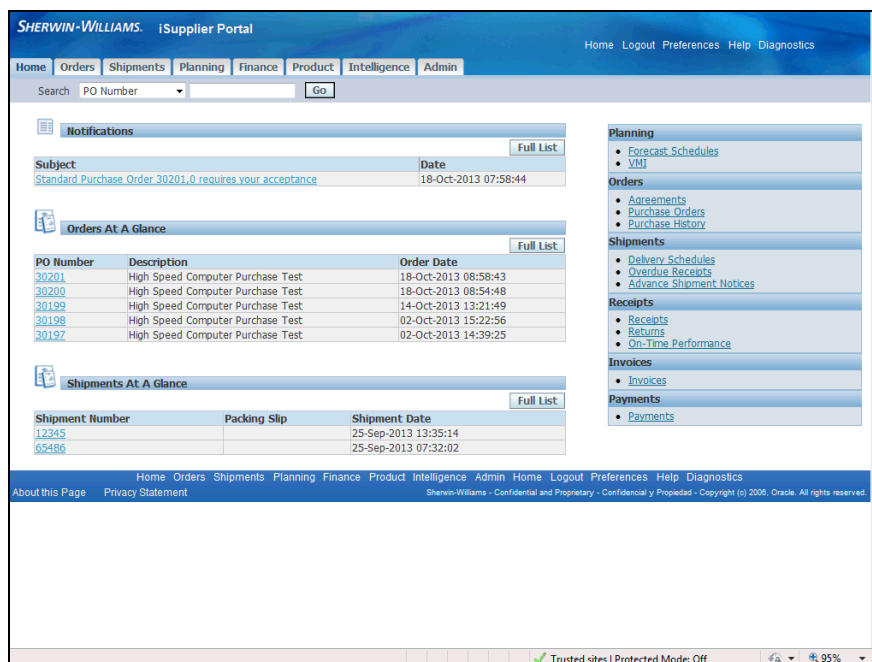
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Step	Action
29.	<p>Return to the Home page.</p> <p>Click the Home link.</p> <p>Home</p>


Supplier Portal Training Guide

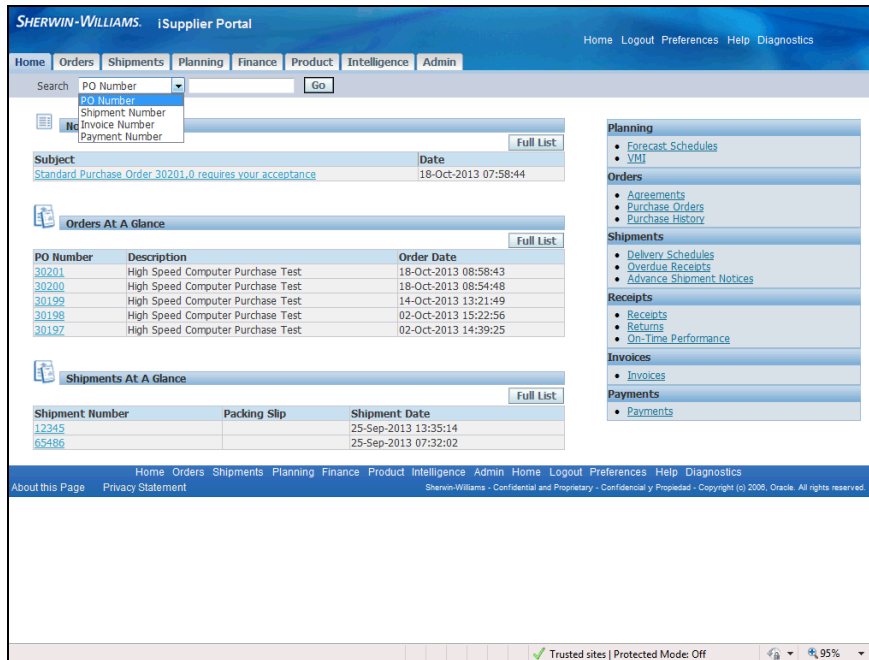


Step	Action
30.	A simple search is also available by using the Search area below the tabs.



Supplier Portal Training Guide

Step	Action
31.	Click the Search button. 



SHERWIN-WILLIAMS iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Search PO Number Go

PO Number
Shipment Number
Invoice Number
Payment Number

Subject **Date**

Standard Purchase Order 30201.0 requires your acceptance 18-Oct-2013 07:58:44

Orders At A Glance [Full List](#)

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

Shipments At A Glance [Full List](#)

Shipment Number	Packing Slip	Shipment Date
12345		25-Sep-2013 13:35:14
65486		25-Sep-2013 07:32:02

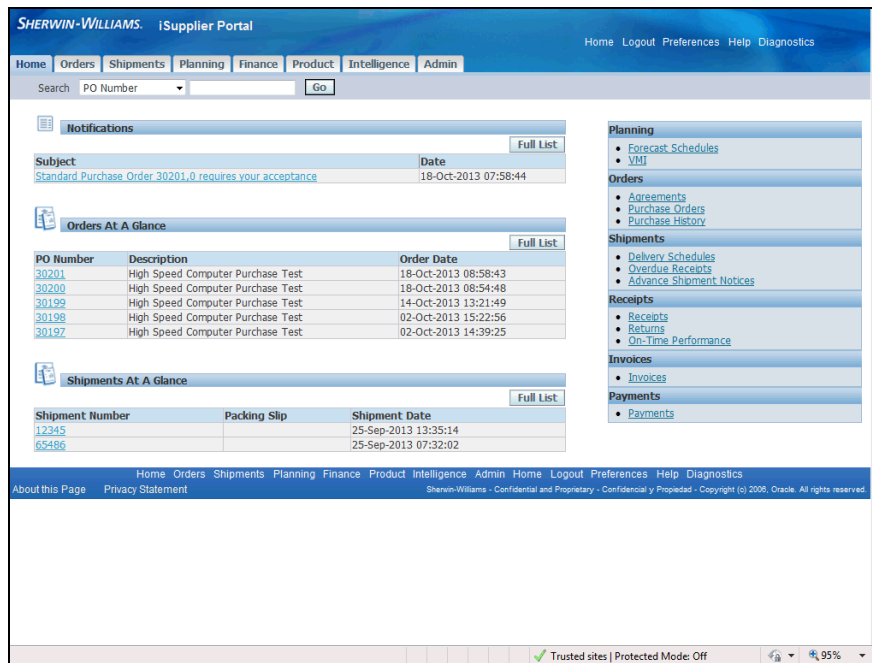
Home Orders Shipments Planning Finance Product Intelligence Admin Home Logout Preferences Help Diagnostics

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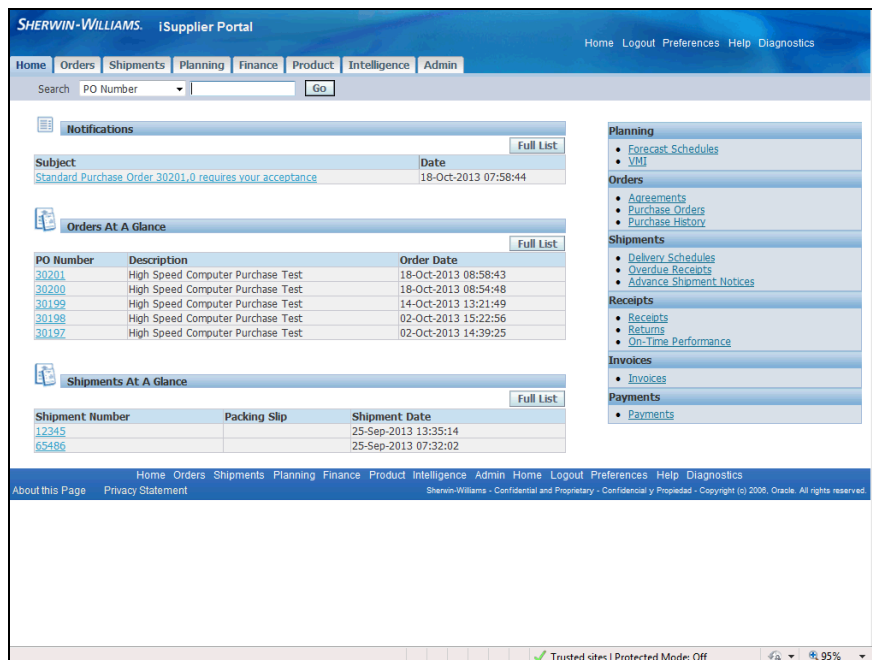
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Step	Action
32.	You can search by PO Number , Shipment Number , Invoice Number , or Payment Number .

Supplier Portal Training Guide

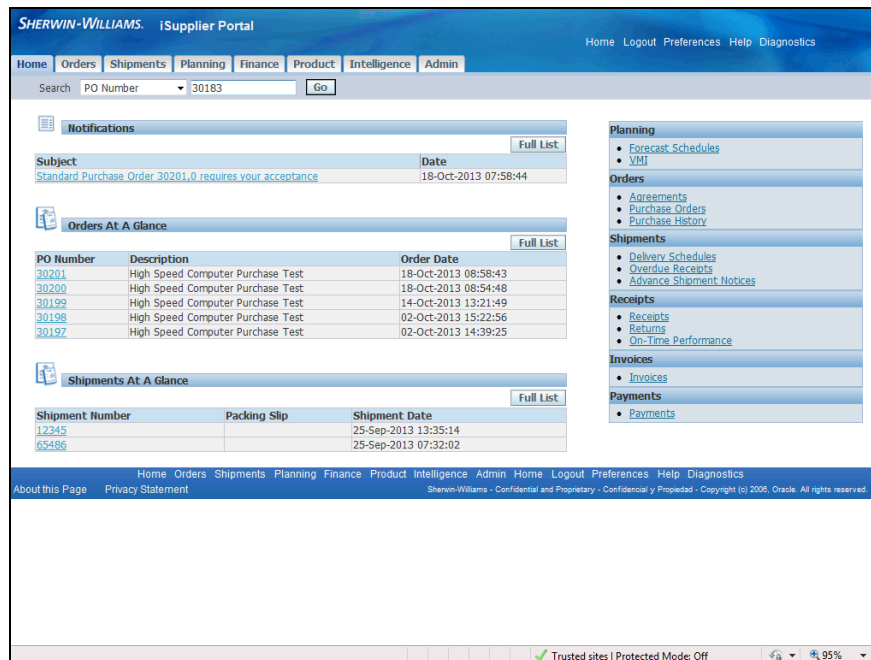



Step	Action
33.	To search by PO Number as indicated, click in the Search field. <input type="text"/>



Supplier Portal Training Guide

Step	Action
34.	Enter the PO Number into the Search field. Enter " 30183 ".



Step	Action
35.	Click the Go button. 

Supplier Portal Training Guide

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

Home > Purchase Orders

Multiple PO Change Export

Advanced Search

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

☒ Show table data when all conditions are met.
☐ Show table data when any condition is met.

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 Select Number	Operating Rev Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
30183	SWMX LACGSS OU	Standard PO	High Speed Computer Purchase Test	26-Sep-2013 07:08:30	KWBUEYR Katherine	MXN	3600.00	Accepted		

Multiple PO Change Export

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

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Done

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Step	Action
36.	The summary information for the PO is displayed. To view the full Purchase Order , click the PO Number link in the row below Select Order .

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

Home > Purchase Orders

Multiple PO Change Export

Advanced Search

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

☒ Show table data when all conditions are met.
☐ Show table data when any condition is met.

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 Select Number	Operating Rev Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
30183	SWMX LACGSS OU	Standard PO	High Speed Computer Purchase Test	26-Sep-2013 07:08:30	KWBUEYR Katherine	MXN	3600.00	Accepted		

Multiple PO Change Export

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

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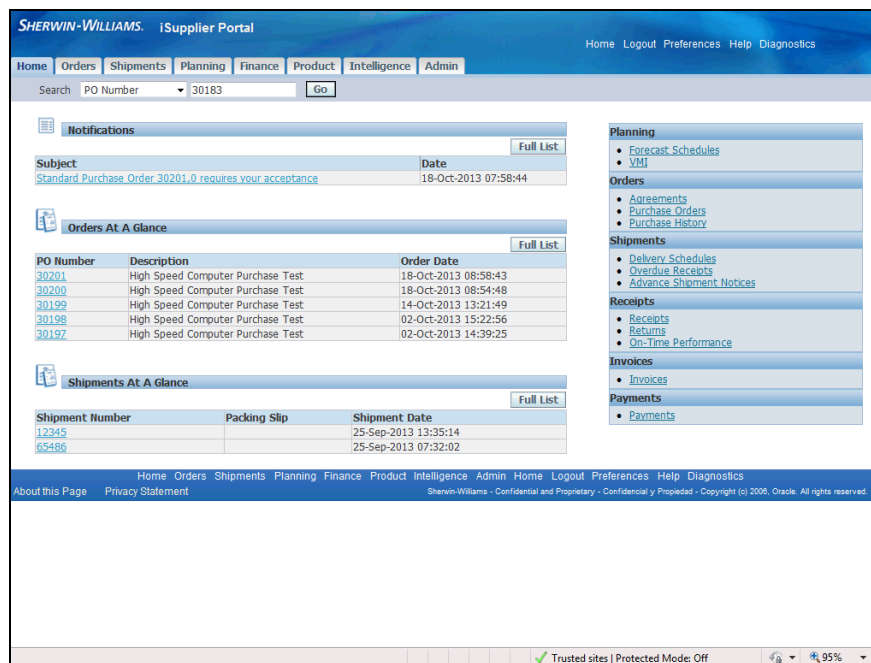
Done


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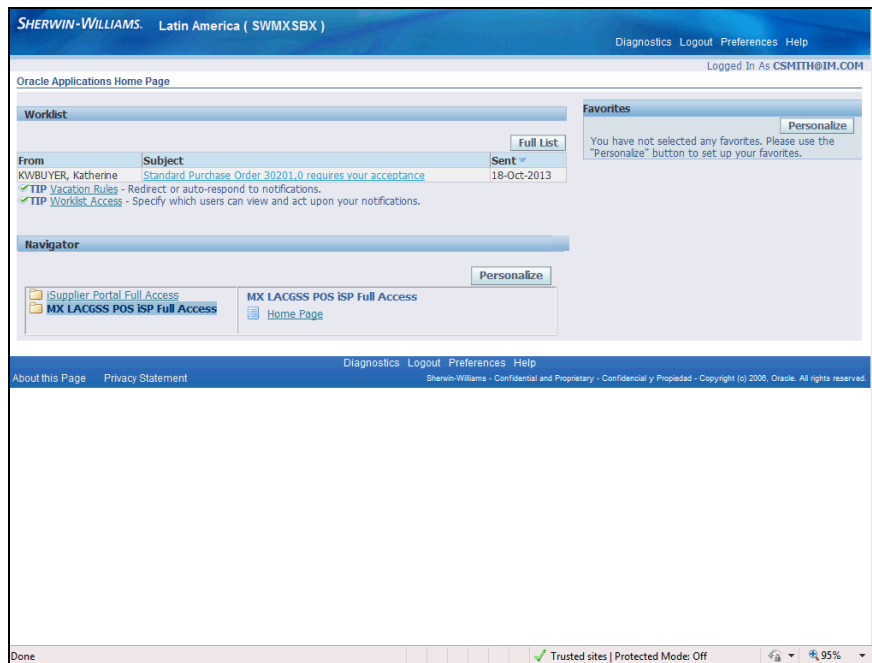
Supplier Portal Training Guide

Step	Action
37.	<p>Return to the Home page.</p> <p>Click the Home link.</p> 



Step	Action
38.	<p>To leave the iSupplier Portal Home page,click the Home link at the top of the page.</p> 

Supplier Portal Training Guide



Step	Action
39.	This task showed you how to navigate the iSupplier Portal. It was not intended to show you how to perform specific tasks. End of Procedure.

Viewing Invoice Information

Purpose: To show you how to view invoice information

Pre-Requisites: Entered invoices

Navigation: iSupplier Portal Home > Finance (T) > View Invoices (T), enter search criteria to search > Go (B) > Invoice Summary Results

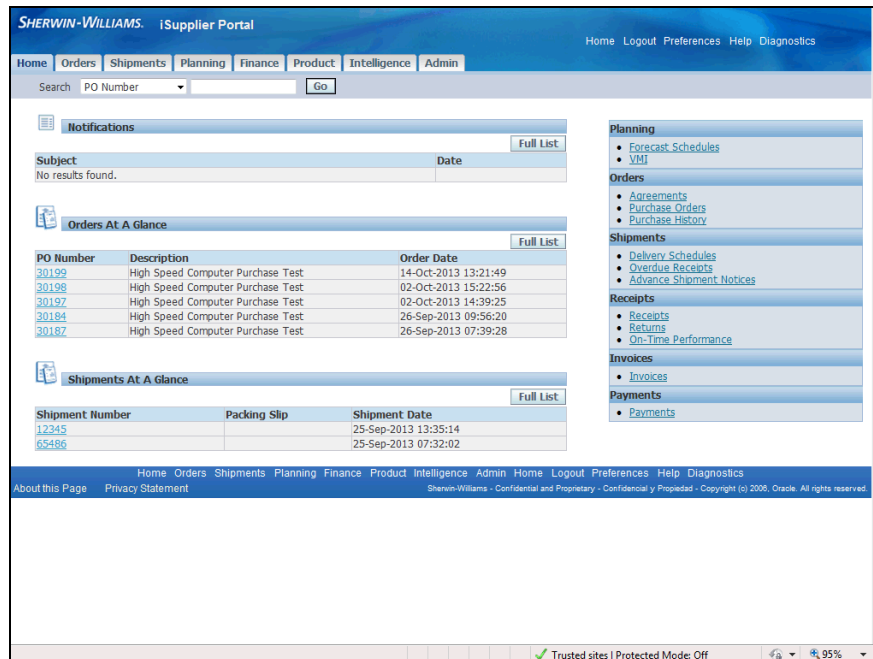
You can access invoice information as well as review invoice status online using Oracle iSupplier Portal. The View Invoices page enables you to search for and view details of an invoice you have submitted. You can search using any or all of the search criteria on the page.

Procedure

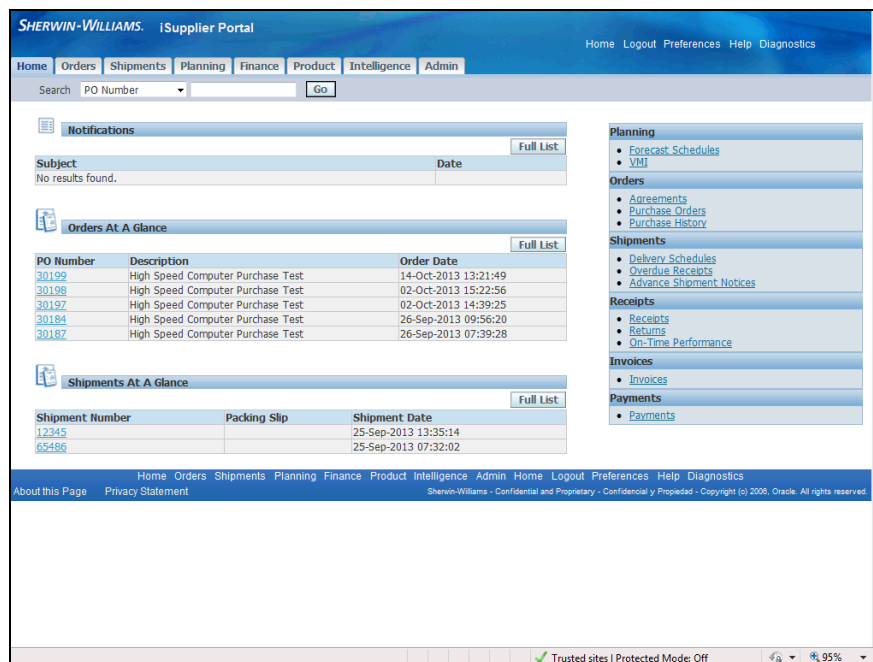
This task shows you how to view invoice information.

An invoice is an itemized list of goods shipped or services rendered, with an account of all costs.


Supplier Portal Training Guide

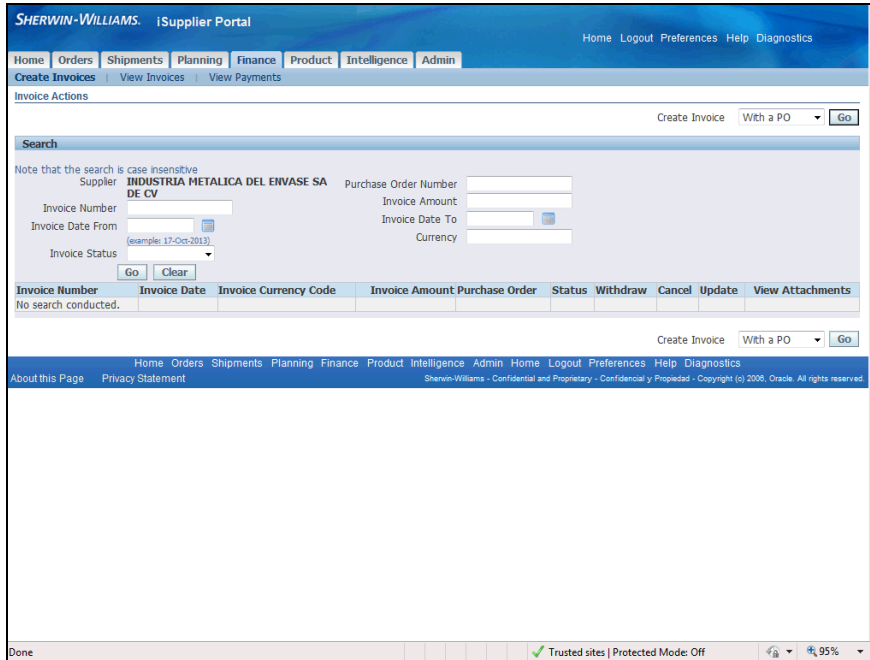


Step	Action
1.	<p>The Home page displays Tabs that allow you to view different types of information.</p> <p>The Invoice information is in the Finance tab.</p>



Supplier Portal Training Guide

Step	Action
2.	Click the Finance tab. 



Step	Action
3.	Just below the tab are Hyperlinks that display different areas of the Finance tab.

Supplier Portal Training Guide

SHERWIN-WILLIAMS. iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Create Invoices View Invoices View Payments

Invoice Actions Create Invoice With a PO Go

Search

Note that the search is case insensitive

Supplier INDUSTRIA METALICA DEL ENVASE SA

Invoice Number DE CV

Invoice Date From

Invoice Date To

Invoice Status

Purchase Order Number

Invoice Amount

Invoice Date To

Currency

Go Clear

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
No search conducted.									

Create Invoice With a PO Go

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

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Done

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Step	Action
4.	<p>Click the View Invoices link.</p> <p>Use this feature to review your company invoice information that has been entered into Sherwin's Accounts Payable system.</p> <p>View Invoices</p>

SHERWIN-WILLIAMS. iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Create Invoices **View Invoices** View Payments

View Invoices Export

Simple Search

Invoice Number

PO Number (example : 1234)

Release Number (example : 1234-2)

Payment Number

Invoice Status

Payment Status

Invoice Amount From To

Amount Due From To

Invoice Date From To

Due Date From (example: 17-Oct-2013) To

Go Clear

Advanced Search

Invoice	Invoice Date	Type	Currency	Amount	Due	Status	Hold	Payment Status	Due Date	PO Number	Discount	Available	Discount Attachments
No search conducted.													

Export

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

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Done


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Supplier Portal Training Guide

Step	Action
5.	<p>Input search criteria in the Simple Search to bring up a list of invoices to view. Leave the fields blank if you want to view all invoices.</p> <p>The Invoice Status search criteria has been selected for this example.</p>

The screenshot displays the Sherwin-Williams iSupplier Portal. The 'Simple Search' section is active, showing various search criteria fields: Invoice Number, PO Number, Release Number, Payment Number, Invoice Status (selected), Payment Status, Invoice Amount From, Amount Due From, Invoice Date From, and Due Date From. Below the search fields, there is a table with columns: Invoice, Invoice Date, Type, Currency, Amount, Due, Status, Hold, Payment Status, Due Date, PO, Payment Number, Discount, Receipt Date, Available Discount, and Attachments. The table currently shows 'No search conducted.' at the top. The bottom of the page includes a status bar with 'Done' and 'Trusted sites | Protected Mode: Off'.

Step	Action
6.	<p>Click the button to the right of the Invoice Status field to execute the search.</p> <p></p>

Supplier Portal Training Guide

SHERWIN-WILLIAMS. iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Create Invoices View Invoices View Payments

View Invoices Export

Simple Search Advanced Search

Invoice Number
 PO Number (example : 1234)
 Release Number (example : 1234-2)
 Payment Number
 Invoice Status

Payment Status: Not Paid
 Invoice Amount From To
 Amount Due From To
 Invoice Date From To
 Due Date From To (example: 17-Oct-2013)

Approved
 Cancelled
 In-Process
 On Hold
 Rejected
 Unsubmitted

Invoice	Invoice Date	Type	Currency	Amount	Due	Status	Hold	Payment Status	Due Date	PO Number	Receipt Date	Discount	Available Discount	Attachments
No search conducted.														

Export

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

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Step	Action
7.	Click the Approved list item.

SHERWIN-WILLIAMS. iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Create Invoices View Invoices View Payments

View Invoices Export

Simple Search Advanced Search

Invoice Number
 PO Number (example : 1234)
 Release Number (example : 1234-2)
 Payment Number
 Invoice Status

Payment Status:
 Invoice Amount From To
 Amount Due From To
 Invoice Date From To
 Due Date From To (example: 17-Oct-2013)

Approved
 Cancelled
 In-Process
 On Hold
 Rejected
 Unsubmitted

Invoice	Invoice Date	Type	Currency	Amount	Due	Status	Hold	Payment Status	Due Date	PO Number	Receipt Date	Discount	Available Discount	Attachments
No search conducted.														

Export


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

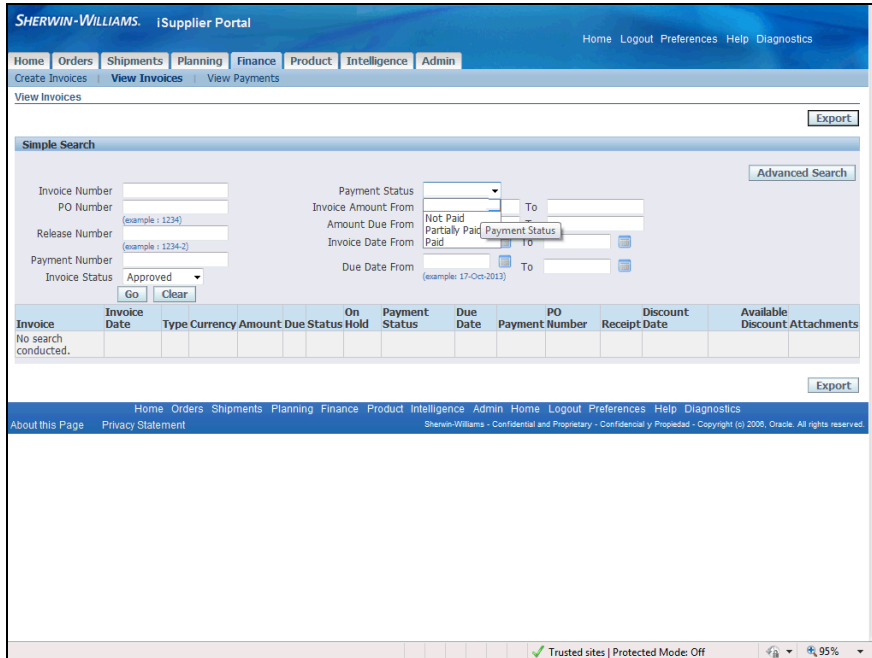
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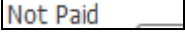
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Supplier Portal Training Guide

Step	Action
8.	Click the button to the right of the Payment Status field. 



Step	Action
9.	Click the Not Paid list item. 

Supplier Portal Training Guide

The screenshot shows the 'View Invoices' page in the Sherwin-Williams Supplier Portal. The 'Simple Search' section is active, and the 'Payment Status' dropdown is set to 'Not Paid'. The 'Invoice Amount From' field is empty, and the 'To' field is also empty. The 'Amount Due From' field is empty, and the 'To' field is also empty. The 'Invoice Date From' field is empty, and the 'To' field is also empty. The 'Due Date From' field is empty, and the 'To' field is also empty. The 'Go' button is highlighted.


Step	Action
10.	Enter the low amount of the dollar range into the To field. Enter " 10 ".

The screenshot shows the 'View Invoices' page in the Sherwin-Williams Supplier Portal. The 'Simple Search' section is active, and the 'Payment Status' dropdown is set to 'Not Paid'. The 'Invoice Amount From' field is empty, and the 'To' field is now '10'. The 'Amount Due From' field is empty, and the 'To' field is also empty. The 'Invoice Date From' field is empty, and the 'To' field is also empty. The 'Due Date From' field is empty, and the 'To' field is also empty. The 'Go' button is highlighted.

Supplier Portal Training Guide

Step	Action
11.	Enter the highest amount of the dollar range you are searching for into the To field. Enter " 60000 ".

The screenshot shows the SHERWIN-WILLIAMS iSupplier Portal interface. The top navigation bar includes links for Home, Orders, Shipments, Planning, Finance, Product, Intelligence, and Admin. Below this, there are tabs for Create Invoices, View Invoices, and View Payments. The main section is titled 'View Invoices' and contains a 'Simple Search' form. The form has several input fields: Invoice Number, PO Number, Release Number, Payment Number, Invoice Status, Payment Status (set to 'Not Paid'), Invoice Amount From (set to 10), To (set to 60000), Amount Due From, Invoice Date From, Due Date From, and To. There are 'Go' and 'Clear' buttons at the bottom of the search section. Below the search section is a table with columns: Invoice, Invoice Date, Type, Currency, Amount, Due, Status, Hold, On, Payment Status, Due Date, PO, Payment Number, Receipt Date, Discount, Available, Discount, Attachments. The table currently shows 'No search conducted.' at the bottom. The footer includes links for About this Page, Privacy Statement, and a copyright notice for Sherwin-Williams.

Step	Action
12.	Click the Go button. 

Supplier Portal Training Guide

SHERWIN-WILLIAMS

iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Create Invoices View Invoices View Payments

View Invoices

Export

Simple Search

Invoice Number

PO Number

Release Number

Payment Number

Invoice Status

Payment Status

Invoice Amount From

Amount Due From

Invoice Date From

Due Date From

Not Paid

10 To 60000

To

To

To

To

Advanced Search

Go

Clear


Previous 1-25 Next 25

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Due Date	PO Number	Receipt	Discount Date	Available Discount	Attachments
789456	25-Sep-2013	Standard	MXN	2784.00	2784.00	In-Process	Not Paid	24-SEP-2013 23:00:00	30181				
7894	25-Sep-2013	Standard	MXN	4176.00	4176.00	In-Process	Not Paid	24-SEP-2013 23:00:00	30182				
FACT2441	13-Aug-2013	Standard	MXN	16160.18	16160.18	Approved	Not Paid	16-OCT-2013 23:00:00	15137				
FACT24311	09-Aug-2013	Standard	MXN	55448.37	55448.37	Approved	Not Paid	12-OCT-2013 23:00:00	14445				
FACT24312	09-Aug-2013	Standard	MXN	40400.46	40400.46	Approved	Not Paid	12-OCT-2013 23:00:00	15368				
FACT24311	09-Aug-2013	Standard	MXN	48517.32	48517.32	Approved	Not Paid	12-OCT-2013 23:00:00	14445				
FACT24308	08-Aug-2013	Standard	MXN	31189.71	31189.71	Approved	Not Paid	11-OCT-2013 23:00:00	14444				
FACT24306	08-Aug-2013	Standard	MXN	54581.99	54581.99	Approved	Not Paid	11-OCT-2013	14443				

Done

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95%

Step	Action
13.	<p>Scroll down the page to view the list. The oldest invoice is last.</p> <p>Click the Vertical scrollbar.</p> 

[illegible]

Supplier Portal Training Guide

Step	Action
14.	<p>To view invoice details for the invoice, click on an invoice number.</p> <p>Click the FACT23497 link.</p> <p>FACT23497</p>

The screenshot displays the SHERWIN-WILLIAMS Supplier Portal interface. The top navigation bar includes links for Home, Logout, Preferences, and Diagnostics. Below this, a secondary navigation bar lists various modules: Home, Orders, Shipments, Planning, Finance, Product, Intelligence, and Admin. The main content area is titled 'Standard Invoice: FACT23497 (Total MXN 27033.75)' and 'Currency=MXN'. It is divided into three main sections: General, Amount Summary, and Payment Information. The General section lists invoice details such as Invoice Date (10-Jul-2013), Status (Approved), Batch (MXPQP20130805SE5946), Supplier (INDUSTRIA METALICA DEL ENVASE SA DE CV), and Address (CARR TEOLOYUCAN-HUEHUETOCA-APAXCO, KM 18, HUEHUETOCA, HUEHUETOCA 54680). The Amount Summary section shows a breakdown of the invoice total: Item (23304.96), Freight (0.00), Miscellaneous (0.00), Tax (3728.79), Prepayment (0.00), Retainage (0.00), and Withholding Tax (0.00), totaling 27033.75. The Payment Information section shows Paid (0.00), Discount Taken (0.00), Due (27033.75), Status (Not Paid), Payment Date, Payment Term (Net 65), and an Export button. Below these sections are tabs for Invoice Lines, Scheduled Payments, and Hold Reasons. The Invoice Lines tab is active, showing a table with columns: Line, Type, Description, Qty, UOM, Price, Tax Included, Amount, Retainage, Status, PO Number, PO Line, PO Shipment, Buyer, and Receipt. Two lines are listed: Line 1 (Item BOTE 3.78 LT TRIPLE PRESSION) and Line 2 (Tax SWMX FEDERAL - SWMX IVA). The bottom of the page includes a footer with 'About this Page', 'Privacy Statement', and copyright information for Sherwin-Williams.

Step	Action
15.	<p>The Invoice detail page opens and displays the invoice status, totals and payment information cells.</p> <p>In the next region, the Invoice Line, Scheduled Payments and Hold Reasons tabs are available to view.</p> <p>The Invoice Line tab will display all of the information for the lines in your invoice, including your Purchase Order number.</p>

Supplier Portal Training Guide

SHERWIN-WILLIAMS. iSupplier Portal

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: MXQPQ20130805SES946
Attachments: None
Supplier: INDUSTRIA METALICA DEL ENVASE SA DE CV
Supplier Site: PQPSS RM MXN
Address: CARR. TEOLUYUCAN-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 PRESION	2016	EACH	11.56		23304.96	0.00	Approved	14112	1	1	YANNES, 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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Step	Action
16.	To view any scheduled payments, click the Scheduled Payments link.

SHERWIN-WILLIAMS. iSupplier Portal

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: MXQPQ20130805SES946
Attachments: None
Supplier: INDUSTRIA METALICA DEL ENVASE SA DE CV
Supplier Site: PQPSS RM MXN
Address: CARR. TEOLUYUCAN-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

Due Date	Amount	Remaining Amount	Status	Method
13-Sep-2013	27033.75	27033.75	Not Paid	Electronic

[Return to Finance: View Invoices](#)

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(2 items remaining) Downloading picture http://swmsbx.sherwin.com/OA_HTML/cabc

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Supplier Portal Training Guide

Step	Action
17.	To make sure there are no holds on the invoice, click the Hold Reasons link. Hold Reasons

SHERWIN-WILLIAMS iSupplier Portal

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: MXPQP20130805SES946
Attachments: None
Supplier: INDUSTRIA METALICA DEL ENVASE SA DE CV
Supplier Site: PQPSS RM MXN
Address: CARR TELOYUCAN-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

[Export](#)

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

Hold Name	Hold Reason	Hold Reasons	Date	Release Name	Release Reason	Release Date
No results found.						

[Return to Finance: View Invoices](#) [Export](#)

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

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http://swmsbx.sherwin.com/OA_HTML/OA.jsp?page=/oracle/apps/pos/account/webi Trusted sites | Protected Mode: Off 95%

Step	Action
18.	If you want to view another invoice, click the Return to Finance: View Invoices link to see the list again. Return to Finance: View Invoices

Supplier Portal Training Guide

Step	Action
19.	This task showed you how to view invoice information. End of Procedure.

Viewing Payment Information

Purpose: To show you how to view payment information

Pre-Requisites: Payments submitted by Buyer

Navigation: iSupplier Home Page > Finance (T) > View Payments (L) > Simple Search > View Payments

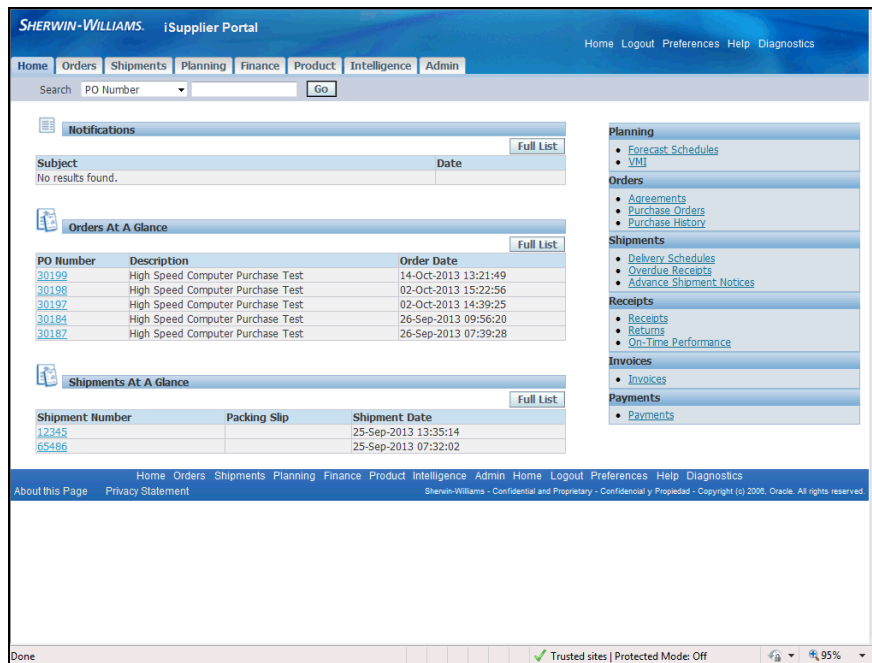
You can access invoice and payment information as well as review invoice status online using Oracle iSupplier Portal. Payment inquiry enables you to view the history of all the payments to your invoices completed by the buying company. You can use the View Payments page to search using various search criteria. On the Payments details page, you can see the payment details including the invoices addressed by the payment.

Procedure

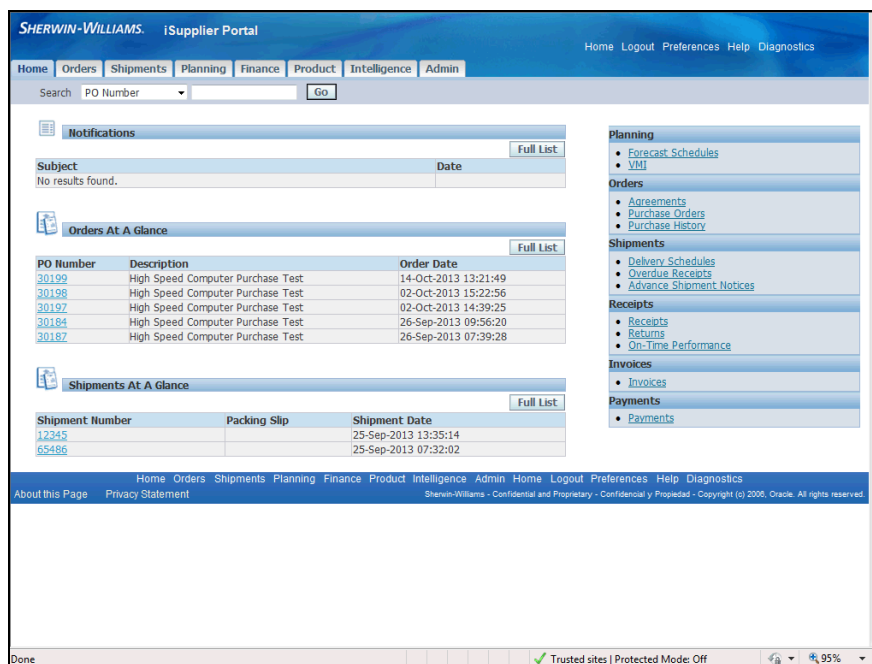
This task shows you how to view payment information.

This feature will allow you to view the history of all of the payments that have been applied to an invoice.

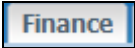
Supplier Portal Training Guide



Step	Action
1.	<p>The iSupplier Portal Home page displays tabs that give you access to different types of information.</p> <p>The Payment information is in the Finance tab.</p>



Supplier Portal Training Guide

Step	Action
2.	Click the Finance tab. 

Step	Action
3.	The Finance tab allows you to Create Invoices , View Invoices , or View Payments . In this task, you will View Payments.

Supplier Portal Training Guide

The screenshot shows the 'Create Invoices' page in the Sherwin-Williams Supplier Portal. The top navigation bar includes links for Home, Orders, Shipments, Planning, Finance, Product, Intelligence, and Admin. Below this, there are tabs for 'Create Invoices', 'View Invoices', and 'View Payments'. The main section is titled 'Invoice Actions' and contains a 'Search' box. The search box has a note: 'Note that the search is case insensitive'. It includes fields for Supplier (INDUSTRIA METALICA DEL ENVASE SA), Invoice Number, Invoice Date From, Invoice Date To, Invoice Status, Purchase Order Number, Invoice Amount, Invoice Date To, and Currency. There are 'Go' and 'Clear' buttons. Below the search box is a table with columns: Invoice Number, Invoice Date, Invoice Currency Code, Invoice Amount, Purchase Order, Status, Withdraw, Cancel, Update, and View Attachments. The table shows 'No search conducted.' at the bottom. The footer includes 'About this Page', 'Privacy Statement', and 'Sherwin-Williams - Confidential and Proprietary - Confidential y Propriedad - Copyright (c) 2008, Oracle. All rights reserved.'


Step	Action
4.	Click the View Payments link. View Payments

The screenshot shows the 'View Payments' page in the Sherwin-Williams Supplier Portal. The top navigation bar is the same as the previous page. Below it, the 'View Payments' tab is selected. The main section is titled 'View Payments' and contains a 'Simple Search' box. The search box has a note: 'Note that the search is case insensitive'. It includes fields for Payment Number, Invoice Number, PO Number, Release Number, Status, Payment Amount From, Payment Date From, Payment Date To, and Payment Amount To. There are 'Go' and 'Clear' buttons. Below the search box is a table with columns: Payment, Payment Date, Currency, Amount Method, Status, Status Date, Bank Account, Invoice, and PO Number. The table shows 'No search conducted.' at the bottom. The footer includes 'About this Page', 'Privacy Statement', and 'Sherwin-Williams - Confidential and Proprietary - Confidential y Propriedad - Copyright (c) 2008, Oracle. All rights reserved.'

Supplier Portal Training Guide

Step	Action
5.	Enter search criteria in the Simple Search area to view the payments. The criteria has been pre-selected for this example.

The screenshot displays the Sherwin-Williams iSupplier Portal. The top navigation bar includes links for Home, Orders, Shipments, Planning, Finance, Product, Intelligence, and Admin. Below this, there are links for Create Invoices, View Invoices, and View Payments. The main section is titled 'View Payments' and features a 'Simple Search' area. A note states: 'Note that the search is case insensitive'. The search fields include: Payment Number, Invoice Number, PO Number (with an example of 1234), Release Number (with an example of 1234-2), Status (a dropdown menu), Payment Amount From, To, Payment Date From (with an example of 17-Oct-2013), and To. There are 'Go' and 'Clear' buttons. An 'Advanced Search' button is also present. Below the search fields is a table header with columns: Payment, Payment Date, Currency, Amount Method, Status, Status Date, Bank Account, Invoice, and PO Number. The table currently shows 'No search conducted.' and an 'Export' button is located at the bottom right of the table area. The footer contains links for About this Page and Privacy Statement, and a copyright notice for Sherwin-Williams.

Step	Action
6.	To select the status from a complete list of values, click in the Status field. 

Supplier Portal Training Guide

SHERWIN-WILLIAMS. iSupplier Portal Home Logout Preferences Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Create Invoices View Invoices View Payments

View Payments Export

Simple Search

Note that the search is case insensitive

Payment Number
Invoice Number
PO Number (example : 1234)
Release Number (example : 1234-2)
Go Clear

Status
Payment Amount From To
Payment Date From (example: 17-Oct-2013) To

Advanced Search

Payment	Payment Date	Currency	Amount Method	Status	Status Date	Bank Account	Invoice	PO Number
No search conducted.								

Export

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

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Step	Action
7.	Enter the desired information into the Status field. Enter "%".

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Home Orders Shipments Planning Finance Product Intelligence Admin

Create Invoices View Invoices View Payments

View Payments Export

Simple Search

Note that the search is case insensitive

Payment Number
Invoice Number
PO Number (example : 1234)
Release Number (example : 1234-2)
Go Clear

Status
Payment Amount From To
Payment Date From (example: 17-Oct-2013) To

Advanced Search

Payment	Payment Date	Currency	Amount Method	Status	Status Date	Bank Account	Invoice	PO Number
No search conducted.								

Export


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

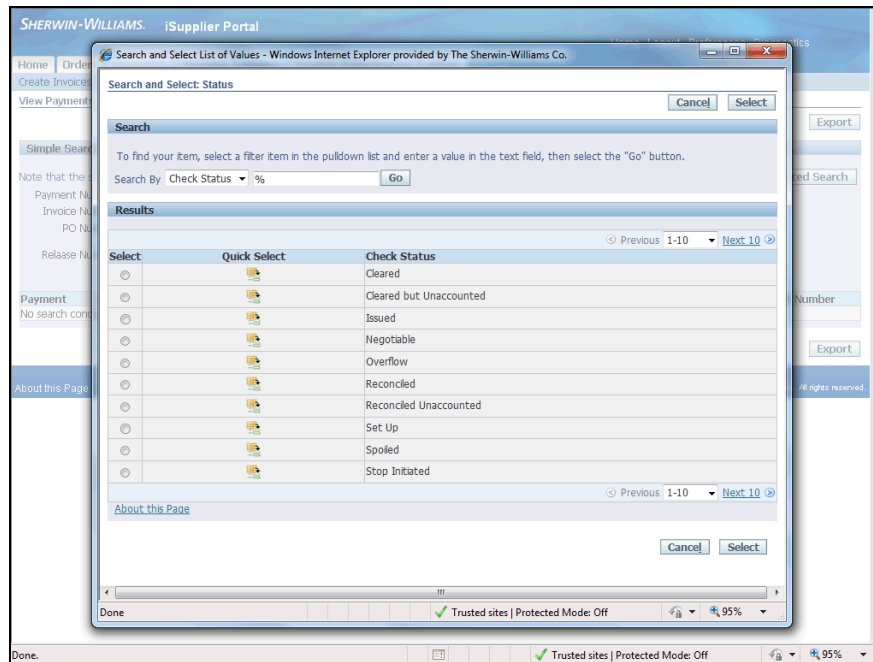
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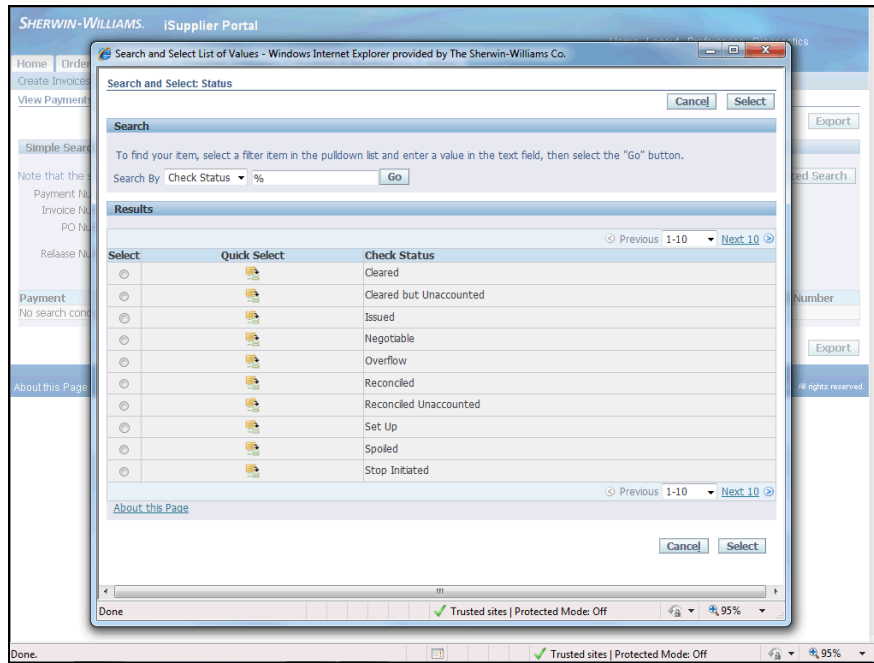
Supplier Portal Training Guide

Step	Action
8.	Click the Search for Status button. 

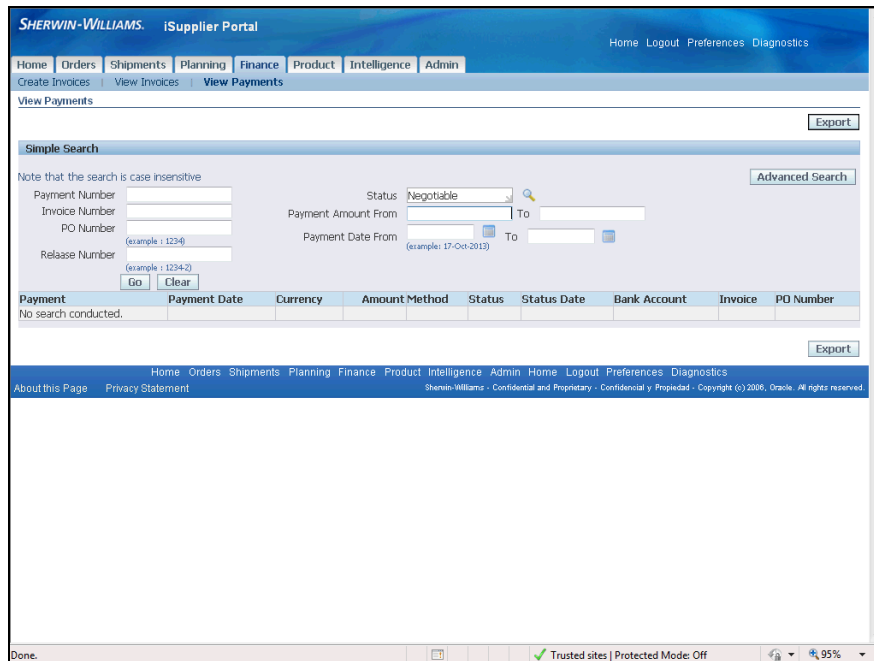


Step	Action
9.	The Search and Select: Status page displays a list of values to choose from. Using the Quick Select button saves additional steps when making your selection.

Supplier Portal Training Guide



Step	Action
10.	Click the Quick Select button on the line you have identified as your choice.



Supplier Portal Training Guide

Step	Action
11.	In this example, you will enter a range in the Payment Amount From and To fields as additional criteria.

SHERWIN-WILLIAMS iSupplier Portal

Home Logout Preferences Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Create Invoices View Invoices View Payments

View Payments Export

Simple Search

Note that the search is case insensitive

Payment Number

Invoice Number

PO Number (example: 1234)

Release Number (example: 1234-2)

Status Advanced Search

Payment Amount From To

Payment Date From (example: 17-Oct-2013) To

Payment	Payment Date	Currency	Amount Method	Status	Status Date	Bank Account	Invoice	PO Number
No search conducted.								

Export

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Step	Action
12.	Click in the From field. <input type="text"/>

Supplier Portal Training Guide

SHERWIN-WILLIAMS. iSupplier Portal

Home Logout Preferences Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Create Invoices View Invoices View Payments

View Payments

Export

Simple Search

Note that the search is case insensitive

Payment Number
Invoice Number
PO Number
Release Number

Status: Negotiable

Payment Amount From: 50 To

Payment Date From: (example: 17-Oct-2013) To

Go Clear

Advanced Search

Payment	Payment Date	Currency	Amount Method	Status	Status Date	Bank Account	Invoice	PO Number
No search conducted.								

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Step	Action
13.	Enter the desired information into the From field. Enter " 50 ".

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Home Orders Shipments Planning Finance Product Intelligence Admin

Create Invoices View Invoices View Payments

View Payments

Export

Simple Search

Note that the search is case insensitive

Payment Number
Invoice Number
PO Number
Release Number

Status: Negotiable

Payment Amount From: 50 To

Payment Date From: (example: 17-Oct-2013) To

Go Clear

Advanced Search

Payment	Payment Date	Currency	Amount Method	Status	Status Date	Bank Account	Invoice	PO Number
No search conducted.								

Export

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

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Supplier Portal Training Guide

Step	Action
14.	Click in the To field. <input type="text"/>

SHERWIN-WILLIAMS iSupplier Portal

Home Logout Preferences Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Create Invoices View Invoices **View Payments**

View Payments Export

Simple Search

Note that the search is case insensitive

Payment Number

Invoice Number

PO Number (example : 1234)

Release Number (example : 1234-2)

Status: Negotiable

Payment Amount From: 50 To:

Payment Date From: 17-Oct-2013 To:

Go Clear Advanced Search

Payment	Payment Date	Currency	Amount Method	Status	Status Date	Bank Account	Invoice	PO Number
No search conducted.								

Export

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Step	Action
15.	Enter the desired information into the To field. Enter " 50000 ".

Supplier Portal Training Guide

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Home Orders Shipments Planning Finance Product Intelligence Admin

Create Invoices View Invoices View Payments

View Payments Export

Simple Search

Note that the search is case insensitive

Payment Number
 Invoice Number
 PO Number (example : 1234)
 Release Number (example : 1234-2)
 Status: Negotiable
 Payment Amount From 50 To 50000
 Payment Date From (example: 17-Oct-2013) To

Go Clear Advanced Search

Payment	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Invoice	PO Number
No search conducted.									

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Step	Action
16.	To start the search, click the Go button.

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Home Orders Shipments Planning Finance Product Intelligence Admin

Create Invoices View Invoices View Payments

View Payments Export

Simple Search

Note that the search is case insensitive

Payment Number
 Invoice Number
 PO Number (example : 1234)
 Release Number (example : 1234-2)
 Status: Negotiable
 Payment Amount From 50 To 50000
 Payment Date From (example: 17-Oct-2013) To

Go Clear Advanced Search

Payment	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Invoice	PO Number
134629	26-Sep-2013	MXN	4524.00	Electronic	Negotiable	26-Sep-2013	BAIAMEX CIA_1019	TH_2013	30184
134628	26-Sep-2013	MXN	4176.00	Electronic	Negotiable	26-Sep-2013	BAIAMEX CIA_1019	999	30183
134626	25-Sep-2013	MXN	4176.00	Electronic	Negotiable	25-Sep-2013	BAIAMEX CIA_1019	TH_99	30179
134627	25-Sep-2013	MXN	4524.00	Electronic	Negotiable	25-Sep-2013	BAIAMEX CIA_1019	TH_98	30180
134625	25-Sep-2013	MXN	4524.00	Electronic	Negotiable	25-Sep-2013	BAIAMEX CIA_1019	8892	30176
134624	24-Sep-2013	MXN	4176.00	Electronic	Negotiable	24-Sep-2013	BAIAMEX CIA_1019	123	30175
5577	03-Feb-2012	MXN	9234.39	Check	Negotiable	03-Feb-2012	SWMX POPSS MXN REEMBOLSO	FACT8014	5353
4621	23-Nov-2011	MXN	42751.80	Check	Negotiable	23-Nov-2011	SWMX POPSS MXN REEMBOLSO	FACT6217	5402

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Supplier Portal Training Guide

Step	Action
17.	<p>A list of payments matching your search criteria displays in the Results area of the search page.</p> <p>At a glance, the system displays several key pieces of informaton on your payment.</p> <p>Review the columns headings below.</p>

SHERWIN-WILLIAMS iSupplier Portal

Home Logout Preferences Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Create Invoices View Invoices View Payments

View Payments [Export](#)

Simple Search

Note that the search is case insensitive

Payment Number

Invoice Number

PO Number (example : 1234)

Release Number (example : 1234-2)

Status [Advanced Search](#)

Payment Amount From To

Payment Date From To

[Go](#) [Clear](#)

Payment	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Invoice	PO Number
134629	26-Sep-2013	MXN	4524.00	Electronic	Negotiable	26-Sep-2013	BAIAMEX CIA_1019	TH_2013	30184
134628	26-Sep-2013	MXN	4176.00	Electronic	Negotiable	26-Sep-2013	BAIAMEX CIA_1019	999	30183
134626	25-Sep-2013	MXN	4176.00	Electronic	Negotiable	25-Sep-2013	BAIAMEX CIA_1019	TH_98	30179
134627	25-Sep-2013	MXN	4524.00	Electronic	Negotiable	25-Sep-2013	BAIAMEX CIA_1019	TH_98	30180
134625	25-Sep-2013	MXN	4524.00	Electronic	Negotiable	25-Sep-2013	BAIAMEX CIA_1019	8892	30176
134624	24-Sep-2013	MXN	4176.00	Electronic	Negotiable	24-Sep-2013	BAIAMEX CIA_1019	123	30175
5577	03-Feb-2012	MXN	9234.39	Check	Negotiable	03-Feb-2012	SWMX PQPSS MXN REEMBOLSO	FACT8014	5353
4621	23-Nov-2011	MXN	42751.80	Check	Negotiable	23-Nov-2011	SWMX PQPSS MXN REEMBOLSO	FACT6217	5402

[Export](#)

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

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Step	Action
18.	<p>Select a Payment to view the detail.</p> <p>Click the 134629 link.</p> <p>134629</p>

Supplier Portal Training Guide

SHERWIN-WILLIAMS. iSupplier Portal

Home Logout Preferences Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Create Invoices View Invoices View Payments

Finance: View Payments >

Payment: 134629 (Total MXN 4524.00)

Payment Date: 26-Sep-2013
Method: Electronic
Status: Negotiable
Status Date: 26-Sep-2013

Supplier: INDUSTRIA METALICA DEL ENVASE SA DE CV
Supplier Site: LACGSS PKG MXN
Address:
Bank Account: BANAMEX CIA_1019

Export

Included Invoices

Invoice	Invoice Date	Type	Currency	Amount	Status	Payment Status	Payment PO Number	Receipt	Attachments
TH_2013	26-Sep-2013	Standard	MXN	4524.00	Approved	Paid	4524.00 30184		

Return to Finance: View Payments

Export

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Step	Action
19.	<p>The Payment information displayed includes Invoice number and Date, Amount, Payment Status, and PO Number.</p> <p>The Invoice or the PO can be viewed from this page by clicking on the correct link. In this example, return to the View Payments page to view from that page.</p>

SHERWIN-WILLIAMS. iSupplier Portal

Home Logout Preferences Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Create Invoices View Invoices View Payments

Finance: View Payments >

Payment: 134629 (Total MXN 4524.00)

Payment Date: 26-Sep-2013
Method: Electronic
Status: Negotiable
Status Date: 26-Sep-2013

Supplier: INDUSTRIA METALICA DEL ENVASE SA DE CV
Supplier Site: LACGSS PKG MXN
Address:
Bank Account: BANAMEX CIA_1019

Export

Included Invoices

Invoice	Invoice Date	Type	Currency	Amount	Status	Payment Status	Payment PO Number	Receipt	Attachments
TH_2013	26-Sep-2013	Standard	MXN	4524.00	Approved	Paid	4524.00 30184		

Return to Finance: View Payments

Export

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Supplier Portal Training Guide

Step	Action
20.	Click the Return to Finance: View Payments link. Return to Finance: View Payments

SHERWIN-WILLIAMS Supplier Portal

Home Logout Preferences Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Create Invoices View Invoices View Payments

View Payments [Export](#)

Simple Search

Note that the search is case insensitive

Payment Number Status [Advanced Search](#)

Invoice Number Payment Amount From To

PO Number Payment Date From To

Release Number

[Go](#) [Clear](#)

Payment	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Invoice	PO Number
134629	26-Sep-2013	MXN	4524.00	Electronic	Negotiable	26-Sep-2013	BAIAMEX CIA_1019	TH_2013	30184
134628	26-Sep-2013	MXN	4176.00	Electronic	Negotiable	26-Sep-2013	BAIAMEX CIA_1019	999	30183
134626	25-Sep-2013	MXN	4176.00	Electronic	Negotiable	25-Sep-2013	BAIAMEX CIA_1019	TH_99	30179
134627	25-Sep-2013	MXN	4524.00	Electronic	Negotiable	25-Sep-2013	BAIAMEX CIA_1019	TH_98	30180
134625	25-Sep-2013	MXN	4524.00	Electronic	Negotiable	25-Sep-2013	BAIAMEX CIA_1019	8899	30176
134624	24-Sep-2013	MXN	4176.00	Electronic	Negotiable	24-Sep-2013	BAIAMEX CIA_1019	123	30175
5577	03-Feb-2012	MXN	9234.39	Check	Negotiable	03-Feb-2012	SWMX PQPSS MXN REEMBOLSO	FACT8014	5353
4621	23-Nov-2011	MXN	42751.80	Check	Negotiable	23-Nov-2011	SWMX PQPSS MXN REEMBOLSO	FACT6217	5402

[Export](#)

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Step	Action
21.	The Invoice number and PO Number are available as links on each in the Results region of the Search page. View the Invoice attached to this Payment .

Supplier Portal Training Guide

SHERWIN-WILLIAMS. iSupplier Portal Home Logout Preferences Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Create Invoices View Invoices View Payments

View Payments [Export](#)

Simple Search

Note that the search is case insensitive

Payment Number Status [Advanced Search](#)

Invoice Number Payment Amount From To

PO Number Payment Date From To

Release Number [Go](#) [Clear](#)

Payment	Payment Date	Currency	Amount Method	Status	Status Date	Bank Account	Invoice	PO Number
134622	26-Sep-2013	MXN	4524.00 Electronic	Negotiable	26-Sep-2013	BAIAMEX CIA_1019	TH_2013	30184
134628	26-Sep-2013	MXN	4176.00 Electronic	Negotiable	26-Sep-2013	BAIAMEX CIA_1019	999	30183
134626	25-Sep-2013	MXN	4176.00 Electronic	Negotiable	25-Sep-2013	BAIAMEX CIA_1019	TH_99	30179
134627	25-Sep-2013	MXN	4524.00 Electronic	Negotiable	25-Sep-2013	BAIAMEX CIA_1019	TH_98	30180
134625	25-Sep-2013	MXN	4524.00 Electronic	Negotiable	25-Sep-2013	BAIAMEX CIA_1019	8899	30176
134624	24-Sep-2013	MXN	4176.00 Electronic	Negotiable	24-Sep-2013	BAIAMEX CIA_1019	123	30175
5577	03-Feb-2012	MXN	9234.39 Check	Negotiable	03-Feb-2012	SWMX PQPSS MXN REEMBOLSO	FACT8014	5353
4621	23-Nov-2011	MXN	42751.80 Check	Negotiable	23-Nov-2011	SWMX PQPSS MXN REEMBOLSO	FACT6217	5402

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Step	Action
22.	<p>View the Invoice.</p> <p>Click the TH_2013 link.</p> <p>TH_2013</p>

SHERWIN-WILLIAMS. iSupplier Portal Home Logout Preferences Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Create Invoices **View Invoices** View Payments

Finance: View Payments >

Standard Invoice: TH_2013 (Total MXN 4524.00)

Currency=MXN [Export](#)

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

[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	KWBUYER, Katherine	
2	Tax	SWMX FEDERAL - SWMX IVA				624.00		0.00	Approved					

[Return to Finance: View Payments](#) [Export](#)

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

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Supplier Portal Training Guide

Step	Action
23.	The Invoice opens to the Invoice Lines tab. All lines of the Invoice are displayed.

SHERWIN-WILLIAMS iSupplier Portal

Home Logout Preferences Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Create Invoices View Invoices View Payments

Finance: View Payments >

Standard Invoice: TH_2013 (Total MXN 4524.00)

Currency=MXN

General

Invoice Date: 26-Sep-2013
 Status: Approved
 On Hold:
 Batch:
 Attachments: View
 Supplier: INDUSTRIA METALICA DEL ENVASE SA DE CV
 Supplier Site: LAGSS PKG MXN
 Address: CARR. TEOLO-HUEHUETOCA S/N HUEHUETOCA, MEX 54680

Amount Summary

Item	3900.00
Freight	0.00
Miscellaneous	0.00
Tax	624.00
Prepayment	0.00
Retainage	0.00
Withholding Tax	0.00
Total	4524.00

Payment Information

Paid	4524.00
Discount Taken	0.00
Due	0.00
Status	Paid
Payment Date	25-SEP-2013
	23:00:00
Payment	134629
Term	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	KWBURER_Katherine	
2	Tax	SWMX FEDERAL - SWMX IVA					624.00	0.00	Approved					

[Return to Finance: View Payments](#)

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

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Done

Trusted sites | Protected Mode: Off

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Step	Action
24.	Click the Return to Finance: View Payments link.

Supplier Portal Training Guide

SHERWIN-WILLIAMS. iSupplier Portal

Home Logout Preferences Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Create Invoices View Invoices View Payments

View Payments Export

Simple Search

Note that the search is case insensitive

Payment Number Status Advanced Search

Invoice Number Payment Amount From To

PO Number Payment Date From To

Release Number

Go Clear

Payment	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Invoice	PO Number
134622	26-Sep-2013	MXN	4524.00	Electronic	Negotiable	26-Sep-2013	BAIAMEX CIA_1019	TH_2013	30184
134628	26-Sep-2013	MXN	4176.00	Electronic	Negotiable	26-Sep-2013	BAIAMEX CIA_1019	999	30183
134626	25-Sep-2013	MXN	4176.00	Electronic	Negotiable	25-Sep-2013	BAIAMEX CIA_1019	TH_99	30179
134627	25-Sep-2013	MXN	4524.00	Electronic	Negotiable	25-Sep-2013	BAIAMEX CIA_1019	TH_98	30180
134625	25-Sep-2013	MXN	4524.00	Electronic	Negotiable	25-Sep-2013	BAIAMEX CIA_1019	8899	30176
134624	24-Sep-2013	MXN	4176.00	Electronic	Negotiable	24-Sep-2013	BAIAMEX CIA_1019	123	30175
5577	03-Feb-2012	MXN	9234.39	Check	Negotiable	03-Feb-2012	SWMX PQPSS MXN REEMBOLSO	FACT8014	5353
4621	23-Nov-2011	MXN	42751.80	Check	Negotiable	23-Nov-2011	SWMX PQPSS MXN REEMBOLSO	FACT6217	5402

Export

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

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Step	Action
25.	<p>View the PO.</p> <p>Click the 30184 link.</p> <p>30184</p>

SHERWIN-WILLIAMS. iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Create Invoices View Invoices View Payments

Finance: View Payments >

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

Currency=MXN

Actions Request Changes Go Export

Order Information

General	Terms and Conditions	Summary
<p>Total 3900.00</p> <p>Supplier INDUSTRIA METALICA DEL ENVASE SA DE CV</p> <p>Supplier Site LACGSS PKG MXN</p> <p>Address CARR. TEOLO-HUEHUETOCA</p> <p>S/N HUEHUETOCA, MEX 54680</p> <p>Buyer KWBUEYER_Katherine</p> <p>Order Date 26-Sep-2013 09:56:20</p> <p>Description High Speed Computer</p> <p>Purchase Test</p> <p>Status Accepted</p> <p>Reason</p> <p>Note to Supplier</p> <p>Operating Unit SWMX LACGSS OU</p> <p>Supplier Order Number</p> <p>Attachments None</p>	<p>Payment Terms IMMEDIATE</p> <p>Carrier FOB</p> <p>Freight Terms</p> <p>Shipping Control</p> <p>Ship-To Address</p> <p>Address PONIENTE 140</p> <p>595</p> <p>INDUSTRIAL VALLEJO</p> <p>AZCAPOTZALCO, 02300</p> <p>Bill-To Address</p> <p>Address PONIENTE 140</p> <p>595</p> <p>INDUSTRIAL VALLEJO</p> <p>AZCAPOTZALCO, 02300</p>	<p>Total 3900.00</p> <p>Received 3900.00</p> <p>Invoked 3900.00</p> <p>Payment Status 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
Show	1	Goods	FMKW Computer		High Speed Computer	EACH	3	1300	3900.00	Open		

[Return to Finance: View Payments](#)

Actions Request Changes Go Export

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

Done

Trusted sites | Protected Mode: Off

Supplier Portal Training Guide

Step	Action
26.	<p>The PO information displays.</p> <p>The PO Details are available by clicking the Show link under Details, if desired.</p>

The screenshot displays the SHERWIN-WILLIAMS Supplier Portal interface. At the top, there's a navigation bar with links like Home, Orders, Shipments, Planning, Finance, Product, Intelligence, and Admin. Below this, a sub-navigation bar shows 'Create Invoices', 'View Invoices', and 'View Payments'. The main content area is titled 'Standard Purchase Order: 30184, 1 (Total MXN 3900.00)' and 'Currency=MXN'. It features a 'Request Changes' dropdown and 'Go' and 'Export' buttons. The 'Order Information' section is divided into three columns: General, Terms and Conditions, and Summary. The General column lists details like 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 (KVBUYER_Katherine), Order Date (26-Sep-2013 09:56:20), Description (High Speed Computer), Purchase Test, Status (Accepted), Reason, Note to Supplier, Operating Unit (SWMX LACGSS OU), Supplier Order Number, and Attachments (None). The Terms and Conditions column lists Payment Terms (IMMEDIATE), Carrier (FOB), Freight Terms, Shipping Control, Ship-To Address (PONIENTE 140, 595 INDUSTRIAL VALLEJO, AZCAPOTZALCO, 02300), and Bill-To Address (PONIENTE 140, 595 INDUSTRIAL VALLEJO, AZCAPOTZALCO, 02300). The Summary column shows Total (3900.00), Received (3900.00), Invoiced (3900.00), and Payment Status (Paid). Below this, the 'PO Details' section has a 'Show All Details' link and a table with columns: Details, Line, Type, Item/Job, Supplier Item, Description, UOM, Qty, Price, Amount, Status, Attachments, and Reason. The table shows one line item: Line 1, Type Goods, Item/Job FMKW Computer, Supplier Item, Description High Speed Computer, UOM EACH, Qty 3, Price 1300, Amount 3900.00, Status Open, Attachments, and Reason. At the bottom, there's a 'Return to Finance: View Payments' link and another 'Request Changes' dropdown with 'Go' and 'Export' buttons. The footer shows 'Done', 'Trusted sites | Protected Mode: Off', and a zoom level of 95%.

Step	Action
27.	<p>To view other payments, click the Return to Finance: View Payments link where you can select another Payment to view.</p> <p>Return to Finance: View Payments</p>

Supplier Portal Training Guide

SHERWIN-WILLIAMS iSupplier Portal

Home Logout Preferences Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Create Invoices View Invoices View Payments

View Payments Export

Simple Search

Note that the search is case insensitive

Payment Number Status Advanced Search

Invoice Number Payment Amount From To

PO Number Payment Date From To

Release Number Go Clear

Payment	Payment Date	Currency	Amount Method	Status	Status Date	Bank Account	Invoice	PO Number
134622	26-Sep-2013	MXN	4524.00 Electronic	Negotiable	26-Sep-2013	BAIAMEX CIA_1019	TH_2013	30184
134628	26-Sep-2013	MXN	4176.00 Electronic	Negotiable	26-Sep-2013	BAIAMEX CIA_1019	999	30183
134626	25-Sep-2013	MXN	4176.00 Electronic	Negotiable	25-Sep-2013	BAIAMEX CIA_1019	TH_99	30179
134627	25-Sep-2013	MXN	4524.00 Electronic	Negotiable	25-Sep-2013	BAIAMEX CIA_1019	TH_98	30180
134625	25-Sep-2013	MXN	4524.00 Electronic	Negotiable	25-Sep-2013	BAIAMEX CIA_1019	8899	30176
134624	24-Sep-2013	MXN	4176.00 Electronic	Negotiable	24-Sep-2013	BAIAMEX CIA_1019	123	30175
5577	03-Feb-2012	MXN	9234.39 Check	Negotiable	03-Feb-2012	SWMX PQPSS MXN REEMBOLSO	FACT8014	5353
4621	23-Nov-2011	MXN	42751.80 Check	Negotiable	23-Nov-2011	SWMX PQPSS MXN REEMBOLSO	FACT6217	5402

Export

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

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Step	Action
28.	This task showed you how to view payment information. End of Procedure.

Viewing Receipts

Purpose: To show you how to view receipts

Pre-Requisites: Pre-existing receipts

Navigation: iSupplier Portal Home Page > Shipments (T) > Receipts (L) > enter criteria to search for receipts

The View Receipts page enables you to explore a historical view of all receipts that have been recorded for your shipped goods. Enter search criteria to view the receipts. A listing of the receipts that match your search criteria displays.

Procedure

This task shows you how to view receipts.

Receipts are payments that you receive from your customers for goods or services provided.

Supplier Portal Training Guide

SHERWIN-WILLIAMS iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Search PO Number Go

Notifications

Subject **Date**

No results found.	
-------------------	--

Full List

Orders At A Glance

PO Number	Description	Order Date
30199	High Speed Computer Purchase Test	14-Oct-2013 13:21:49
30198	High Speed Computer Purchase Test	02-Oct-2013 15:22:56
30197	High Speed Computer Purchase Test	02-Oct-2013 14:39:25
30184	High Speed Computer Purchase Test	26-Sep-2013 09:56:20
30182	High Speed Computer Purchase Test	26-Sep-2013 07:39:28

Full List

Shipments At A Glance

Shipment Number	Packing Slip	Shipment Date
12345		25-Sep-2013 13:35:14
65486		25-Sep-2013 07:32:02

Full List

Planning

- Forecast Schedules
- VMI

Orders

- Agreements
- Purchase Orders
- Purchase History

Shipments

- Delivery Schedules
- Quadrant Receipts
- Advance Shipment Notices

Receipts

- Receipts
- Returns
- On-Time Performance

Invoices

- Invoices

Payments

- Payments

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

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Step	Action
1.	<p>The iSupplier Portal Home page displays several options for viewing your Payables, Purchasing, Shipping and Ordering transactions.</p> <p>Your Shipping and Receiving information is viewed under Shipments tab.</p>

SHERWIN-WILLIAMS

iSupplier Portal

Home

Logout

Preferences

Help

Diagnostics

Home

Orders

Shipments

Planning

Finance

Product

Intelligence

Admin

Search

PO Number

Go

Notifications

Full List

Subject

Date

No results found.

Orders At A Glance

Full List

PO Number	Description	Order Date
30199	High Speed Computer Purchase Test	14-Oct-2013 13:21:49
30198	High Speed Computer Purchase Test	02-Oct-2013 15:22:56
30197	High Speed Computer Purchase Test	02-Oct-2013 14:39:25
30184	High Speed Computer Purchase Test	26-Sep-2013 09:56:20
30187	High Speed Computer Purchase Test	26-Sep-2013 07:39:28

Shipments At A Glance

Full List

Shipment Number	Packing Slip	Shipment Date
12345		25-Sep-2013 13:35:14
65486		25-Sep-2013 07:32:02

Planning

- Forecast Schedules
- VMI

Orders

- Agreements
- Purchase Orders
- Purchase History

Shipments

- Delivery Schedules
- Quadrant Receipts
- Advance Shipment Notices

Receipts

- Receipts
- Returns
- On-Time Performance

Invoices

- Invoices

Payments

- Payments

Home

Orders

Shipments

Planning

Finance

Product

Intelligence

Admin

Home

Logout

Preferences

Help


Diagnostics

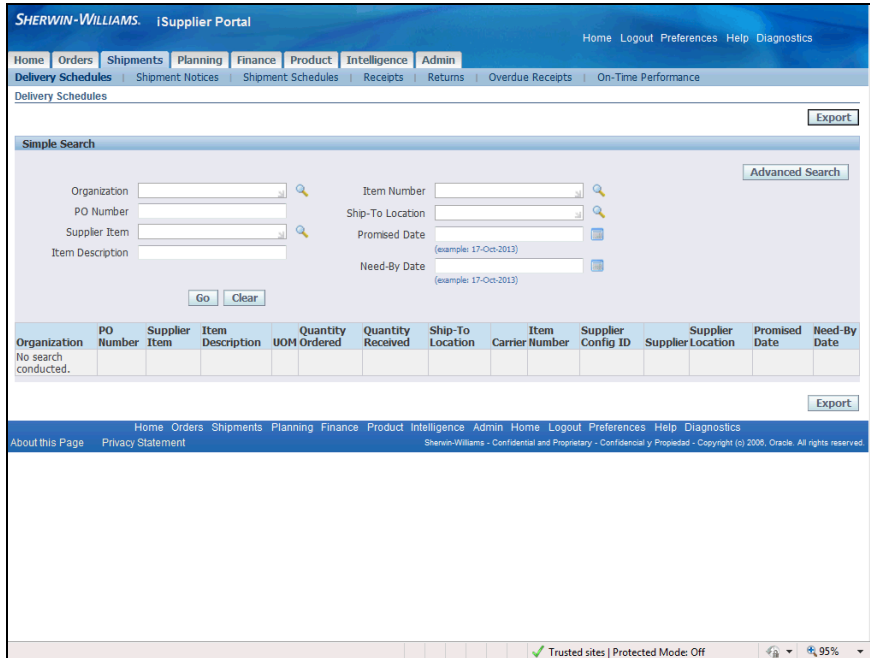
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Supplier Portal Training Guide

Step	Action
2.	Click the Shipments link. 



Step	Action
3.	<p>The Shipment tab also contains views for Delivery's, Shipment Notices and Schedules, Receipts, Returns and Performance metrics.</p> <p>The Receipt transaction page will provide an historcial view of all receipts that have been recorded for goods and services that have been delivered.</p>

Supplier Portal Training Guide

SHERWIN-WILLIAMS. iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Delivery Schedules Shipment Notices Shipment Schedules Receipts Returns Overdue Receipts On-Time Performance

Delivery Schedules [Export](#)

Simple Search

Organization [Search](#) Item Number [Search](#)

PO Number [Search](#) Ship-To Location [Search](#)

Supplier Item [Search](#) Promised Date (example: 17-Oct-2013)

Item Description Need-By Date (example: 17-Oct-2013)

[Go](#) [Clear](#) [Advanced Search](#)

Organization	PO Number	Supplier Item	Item Description	Quantity UOM Ordered	Quantity Received	Ship-To Location	Carrier Number	Supplier Config ID	Supplier Location	Promised Date	Need-By Date
No search conducted.											

[Export](#)

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

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Step	Action
4.	Click the Receipts link. Receipts

SHERWIN-WILLIAMS. iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

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

View Receipts [Export](#)

Simple Search

Receipt Number Organization [Search](#)

PO Number (example: 1234) Item Number [Search](#)

Release Number (example: 1234-2) Supplier Item [Search](#)

Shipment Number Item Description

Shipped Date (example: 17-Oct-2013)

[Go](#) [Clear](#) [Advanced Search](#)

Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice Attachments
No search conducted.											

[Export](#)

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

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Supplier Portal Training Guide

Step	Action
5.	Enter criteria to search for the receipt to view. In this example, enter the receipt number.

The screenshot displays the SHERWIN-WILLIAMS iSupplier Portal. The top navigation bar includes links for Home, Orders, Shipments, Planning, Finance, Product, Intelligence, and Admin. Below this, a secondary navigation bar lists Delivery Schedules, Shipment Notices, Shipment Schedules, Receipts (highlighted), Returns, Overdue Receipts, and On-Time Performance. The main content area is titled 'View Receipts' and features an 'Export' button. A 'Simple Search' section contains several input fields: Receipt Number (highlighted), PO Number, Release Number, Shipment Number, Shipped Date, Organization, Item Number, Supplier Item, and Item Description. There are also 'Go' and 'Clear' buttons. Below the search fields is a table with columns: Receipt, Creation Date, Organization, Shipment Date, Packing Slip, Containers Waybill/Airbill Carrier, Freight, Bill of Lading, PO Number, and Invoice Attachments. The table shows 'No search conducted.' at the bottom. The footer includes links for About this Page and Privacy Statement, and a copyright notice for Sherwin-Williams.

Step	Action
6.	Enter the desired information into the Receipt Number field. Enter " 23289 ".

Supplier Portal Training Guide

SHERWIN-WILLIAMS. iSupplier Portal Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Delivery Schedules Shipment Notices Shipment Schedules Receipts Returns Overdue Receipts On-Time Performance

View Receipts [Export](#)

Simple Search [Advanced Search](#)

Receipt Number: 23289
 PO Number: (example: 1234)
 Release Number: (example: 1234-2)
 Shipment Number: (example: 17-Oct-2013)
 Shipped Date: (example: 17-Oct-2013)

Organization:
 Item Number:
 Supplier Item:
 Item Description:

[Go](#) [Clear](#)


Receipt	Creation Date	Organization	Shipment Date	Shipped	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
No search conducted.												

[Export](#)

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

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Step	Action
7.	Click the Go button. 

SHERWIN-WILLIAMS. iSupplier Portal Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Delivery Schedules Shipment Notices Shipment Schedules Receipts Returns Overdue Receipts On-Time Performance

View Receipts [Export](#)

Simple Search [Advanced Search](#)

Receipt Number: 23289
 PO Number: (example: 1234)
 Release Number: (example: 1234-2)
 Shipment Number: (example: 17-Oct-2013)
 Shipped Date: (example: 17-Oct-2013)

Organization:
 Item Number:
 Supplier Item:
 Item Description:

[Go](#) [Clear](#)

Receipt	Creation Date	Organization	Shipment Date	Shipped	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
23289	02-Oct-2013 15:27:02	SWMX LACSS PLANTA VALLEJO								30198		

[Export](#)

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

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Done

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Step	Action
8.	Summary receipt information displays on the Receipt line.

Supplier Portal Training Guide

SHERWIN-WILLIAMS. iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Delivery Schedules Shipment Notices Shipment Schedules Receipts Returns Overdue Receipts On-Time Performance

View Receipts [Export](#)

Simple Search

Receipt Number: 23289 Organization:

PO Number: (example: 1234) Item Number:

Release Number: (example: 1234-2) Supplier Item:

Shipment Number: Item Description:

Shipped Date: (example: 17-Oct-2013)

[Go](#) [Clear](#)

[Advanced Search](#)

Receipt	Creation Date	Organization	Shipped	Packing	Containers	Waybill/Airbill	Freight	Bill of	PO	Invoice
			Date	Slip			Carrier	Lading	Number	Attachments
23289	02-Oct-2013 15:27:02	SWMX LACGSS PLANTA VALLEJO							30198	

[Export](#)

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

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Done

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Step	Action
9.	Click the 23289 Receipt link.

SHERWIN-WILLIAMS. iSupplier Portal

Home Logout Preferences Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Delivery Schedules Shipment Notices Shipment Schedules Receipts Returns Overdue Receipts On-Time Performance

Shipments: Receipts >

Receipt: 23289 [Export](#)

Creation Date: 02-Oct-2013 15:27:02 Packing Slip: Containers

Organization: SWMX LACGSS PLANTA VALLEJO Waybill/Airbill: None

Supplier: INDUSTRIA METALICA DEL ENVASE Freight Carrier: None

Supplier Site: LACGSS PKG MXN Bill of Lading: None

Shipment Number: Shipment Date: Attachments: None

Receipt Transactions

Receipt Date	Promised Date	Need-By Date	Performance	PO Number	Line	Shipment	Item/Job	Description	UOM	Ordered	Returned	Received	Net	Defects	Location	Attachments	LPN/Lo
11-Sep-2013 15:26:00		30-Oct-2013 00:00:00	Early	30198	1	1	FMKW Computer	High Speed Computer	EACH	5			5		SWMX LACGSS PLANTA VALLEJO		

[Return to Shipments: Receipts](#) [Export](#)

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

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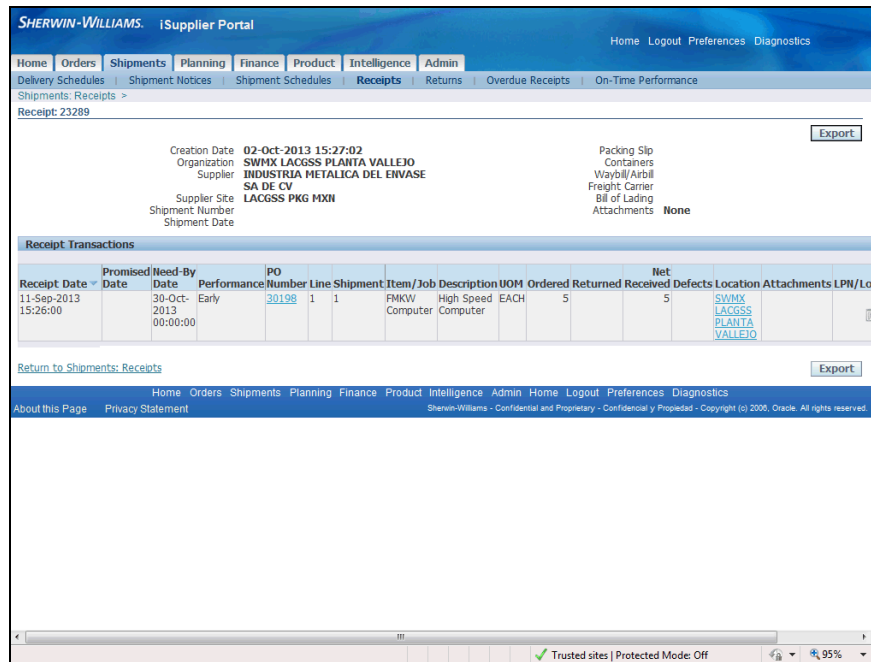
Done

Trusted sites | Protected Mode: Off

95%

Supplier Portal Training Guide

Step	Action
10.	The Receipt Transaction region is displayed with detail for Receipt Date, Performance, PO Number, Item, Description, Quantity, and Location.



Step	Action
11.	This task showed you how to view receipts. End of Procedure.

Viewing Overdue Receipts

Purpose: To show you how to view overdue receipts

Pre-Requisites: Pre-existing overdue receipts

Navigation: iSupplier Portal Home Page > Shipments (T) > Overdue Receipts (L) > enter criteria to search for receipts

The View Overdue Receipts page enables you to explore a historical view of all overdue receipts that have been recorded for your shipped goods. Enter search criteria to view the receipts. A listing of the overdue receipts that match your search criteria displays.

Procedure

This task shows you how to view overdue receipts.

Supplier Portal Training Guide

SHERWIN-WILLIAMS iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Search PO Number

Notifications

Subject Date

No results found.

Orders At A Glance

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

Shipments At A Glance

Shipment Number	Packing Slip	Shipment Date
12345		25-Sep-2013 13:35:14
65486		25-Sep-2013 07:32:02

Planning

- Forecast Schedules
- VMI

Orders

- Agreements
- Purchase Orders
- Purchase History

Shipments

- Delivery Schedules
- Overdue Receipts
- Advance Shipment Notices

Receipts

- Receipts
- Returns
- On-Time Performance

Invoices

- Invoices

Payments

- Payments

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

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Step	Action
1.	Click the Shipments tab. <div>Shipments</div>

SHERWIN-WILLIAMS iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Delivery Schedules | Shipments | Shipments Schedules | Receipts | Returns | Overdue Receipts | On-Time Performance

Delivery Schedules

Simple Search

Organization Item Number

PO Number Ship-To Location

Supplier Item Promised Date (examples: 23-Oct-2013)

Item Description Need-By Date (examples: 23-Oct-2013)

Organization	PO Number	Supplier Item	Item Description	Quantity UOM Ordered	Quantity Received	Ship-To Location	Item Carrier Number	Supplier Config ID	Supplier Location	Promised Date	Need-By Date
No search conducted.											

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

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Done

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Supplier Portal Training Guide

Step	Action
2.	You can search by PO Number to only view Overdue Receipts for a particular PO.

The screenshot displays the SHERWIN-WILLIAMS iSupplier Portal. The top navigation bar includes links for Home, Orders, Shipments, Planning, Finance, Product, Intelligence, and Admin. Below this, a secondary navigation bar lists various transaction types: Delivery Schedules, Shipments, Shipment Schedules, Receipts, Returns, Overdue Receipts, and On-Time Performance. The main content area is titled 'Simple Search' and features several input fields for searching: Organization, PO Number, Supplier Item, Item Description, Item Number, Ship-To Location, Promised Date, and Need-By Date. There are also 'Go' and 'Clear' buttons, and an 'Advanced Search' link. Below the search fields is a table with columns: Organization, PO Number, Supplier Item, Item Description, UOM Ordered, Quantity Received, Ship-To Location, Carrier Number, Item Supplier Config ID, Supplier Location, Promised Date, and Need-By Date. The table currently displays 'No search conducted.' and an 'Export' button is located at the bottom right of the table area.

Step	Action
3.	Click in the PO Number field. <input type="text"/>

Supplier Portal Training Guide

SHERWIN-WILLIAMS iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Delivery Schedules Shipment Notices Shipment Schedules Receipts Returns Overdue Receipts On-Time Performance

Delivery Schedules Export

Simple Search

Organization Item Number Advanced Search

PO Number Ship-To Location

Supplier Item Promised Date (example: 23-Oct-2013)

Item Description Need-By Date (example: 23-Oct-2013)

Go Clear

Organization	PO Number	Supplier Item	Item Description	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier Number	Item Number	Supplier Config ID	Supplier Location	Promised Date	Need-By Date
No search conducted.													

Export

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

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Step	Action
4.	<p>Enter the required PO Number into the PO Number field.</p> <p>Enter "15457".</p>

SHERWIN-WILLIAMS iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Delivery Schedules Shipment Notices Shipment Schedules Receipts Returns Overdue Receipts On-Time Performance

Delivery Schedules Export

Simple Search

Organization Item Number Advanced Search

PO Number Ship-To Location

Supplier Item Promised Date (example: 23-Oct-2013)

Item Description Need-By Date (example: 23-Oct-2013)

Go Clear

Organization	PO Number	Supplier Item	Item Description	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier Number	Item Number	Supplier Config ID	Supplier Location	Promised Date	Need-By Date
No search conducted.													

Export


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

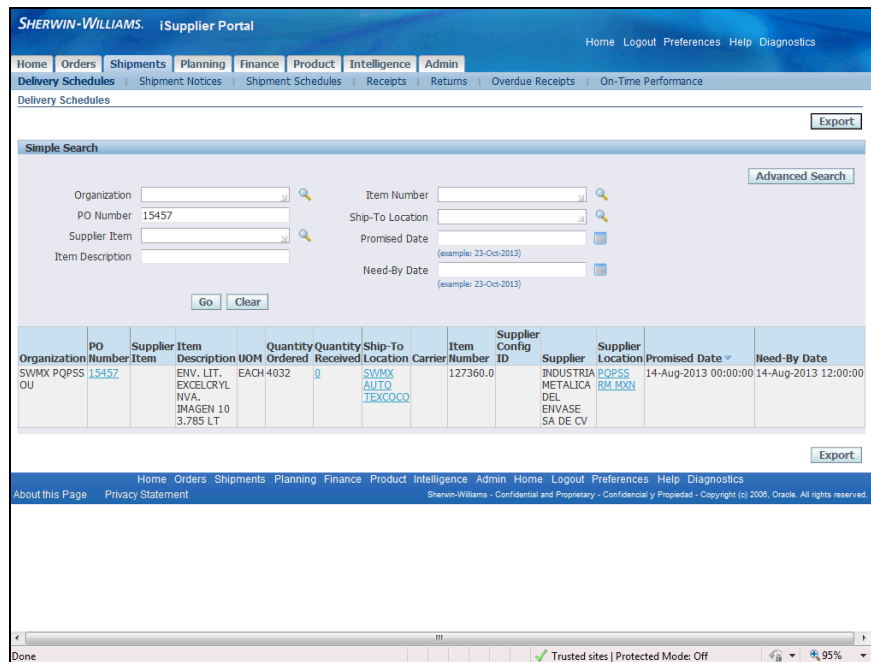
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Supplier Portal Training Guide

Step	Action
5.	Click the Go button. 



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Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Delivery Schedules Shipment Notices Shipment Schedules Receipts Returns Overdue Receipts On-Time Performance

Delivery Schedules [Export](#)

Simple Search

Organization Item Number

PO Number 15457 Ship-To Location

Supplier Item Promised Date (example: 23-Oct-2013)

Item Description Need-By Date (example: 23-Oct-2013)

[Go](#) [Clear](#) [Advanced Search](#)

Organization	PO Number	Supplier Item	Item Description	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Item Number	Supplier Config ID	Supplier	Supplier Location	Promised Date	Need-By Date
SWMX PQPSS OU	15457	ENV. LIT. EXCELCRYL NVA. IMAGEN 10 3.785 LT	EACH	4032	0	SWMX AUTO TEXOCO	127360.0	INDUSTRIA METALICA DEL ENVASE SA DE CV	RM MXN	14-Aug-2013 00:00:00	14-Aug-2013 12:00:00			

[Export](#)

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

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Done

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Step	Action
6.	The results display the overdue for the selected Purchase Order . In this row, you can view the Purchase Order, Quantity Received, Ship-To Location information, and Supplier Location information by clicking the appropriate link.

Supplier Portal Training Guide

SHERWIN-WILLIAMS. iSupplier Portal

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Home Orders Shipments Planning Finance Product Intelligence Admin

Delivery Schedules Shipment Notices Shipment Schedules Receipts Returns Overdue Receipts On-Time Performance

Delivery Schedules [Export](#)

Simple Search

Organization Item Number [Advanced Search](#)

PO Number 15457 Ship-To Location

Supplier Item Promised Date (example: 23-Oct-2013)

Item Description Need-By Date (example: 23-Oct-2013)

[Go](#) [Clear](#)

Organization	PO Number	Supplier Item	Item Description	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Item Number	Supplier Config ID	Supplier	Supplier Location	Promised Date	Need-By Date
SVMX PQPSS OU	15457		ENV. LIT. EXCELCRYL NVA. IMAGEN 10 3.785 LT	EACH	4032	0	SVMX AUTO TEXCOCO		127360.0		INDUSTRIA METALICA DEL EIVASE SA DE CV	POPSS RM MXN	14-Aug-2013 00:00:00	14-Aug-2013 12:00:00

[Export](#)

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

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Step	Action
7.	To search using other criteria, click the Clear button.

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Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Delivery Schedules Shipment Notices Shipment Schedules Receipts Returns Overdue Receipts On-Time Performance

Delivery Schedules [Export](#)

Simple Search

Organization Item Number [Advanced Search](#)

PO Number Ship-To Location

Supplier Item Promised Date (example: 23-Oct-2013)

Item Description Need-By Date (example: 23-Oct-2013)

[Go](#) [Clear](#)

Organization	PO Number	Supplier Item	Item Description	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Item Number	Supplier Config ID	Supplier	Supplier Location	Promised Date	Need-By Date
SVMX PQPSS OU	15457		ENV. LIT. EXCELCRYL NVA. IMAGEN 10 3.785 LT	EACH	4032	0	SVMX AUTO TEXCOCO		127360.0		INDUSTRIA METALICA DEL EIVASE SA DE CV	POPSS RM MXN	14-Aug-2013 00:00:00	14-Aug-2013 12:00:00

[Export](#)

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

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http://swmsbx.sherwin.com/OA_HTML/OA.jsp?page=/oracle/apps/pos/ship/webui/Pi

Supplier Portal Training Guide

Step	Action
8.	You can search using any combination of the fields available. To view all Overdue Receipts for an Organization , search using that field.

SHERWIN-WILLIAMS iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Delivery Schedules Shipment Notices Shipment Schedules Receipts Returns Overdue Receipts On-Time Performance

Delivery Schedules Export

Simple Search Advanced Search

Organization Item Number

PO Number Ship-To Location

Supplier Item Promised Date (example: 23-Oct-2013)

Item Description Need-By Date (example: 23-Oct-2013)

Go Clear

Organization	PO Number	Supplier Item	Item Description	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Item Number	Supplier ID	Supplier Location	Supplier Name	Promised Date	Need-By Date
SWMX	PQPSS	15457	ENV. LIT. EXCELORYL	EACH	4032	0	SWMX AUTO TEXCOCO		127360.0		INDUSTRIA METALICA DEL ENVASE SA DE CV	POPSS RM MXN	14-Aug-2013 00:00:00	14-Aug-2013 12:00:00

Export

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


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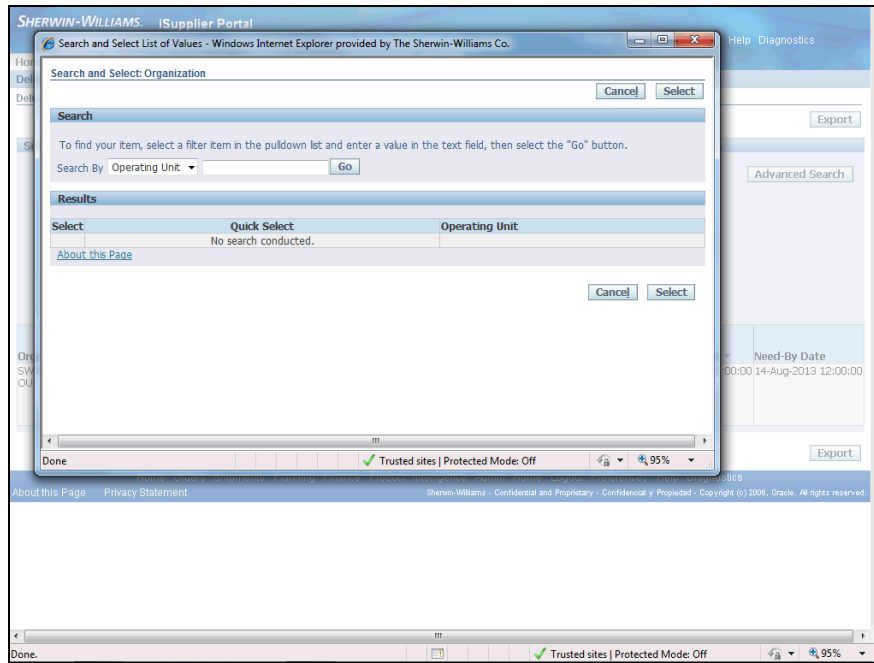
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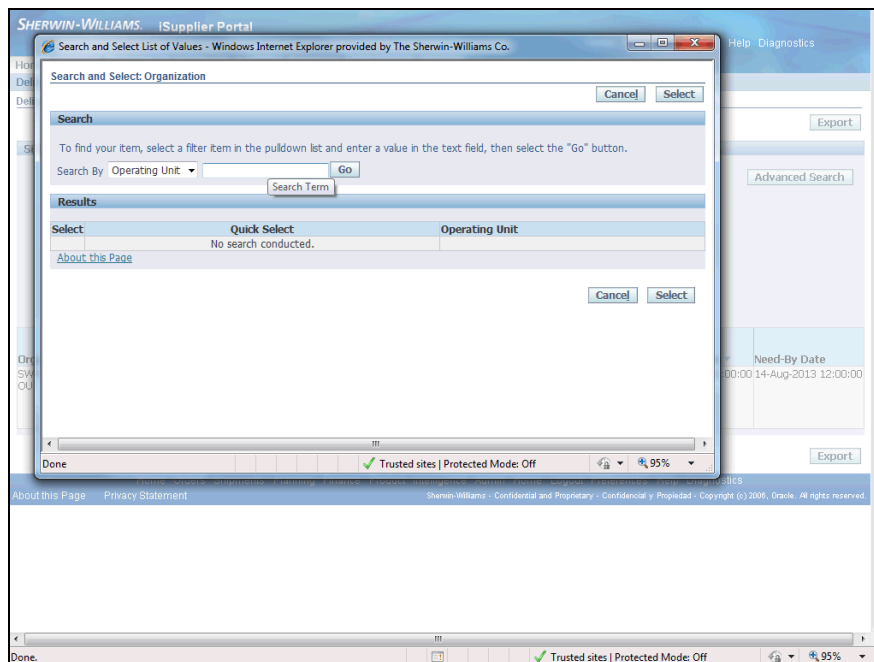
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Step	Action
9.	Click the Search for Organization button. 

Supplier Portal Training Guide

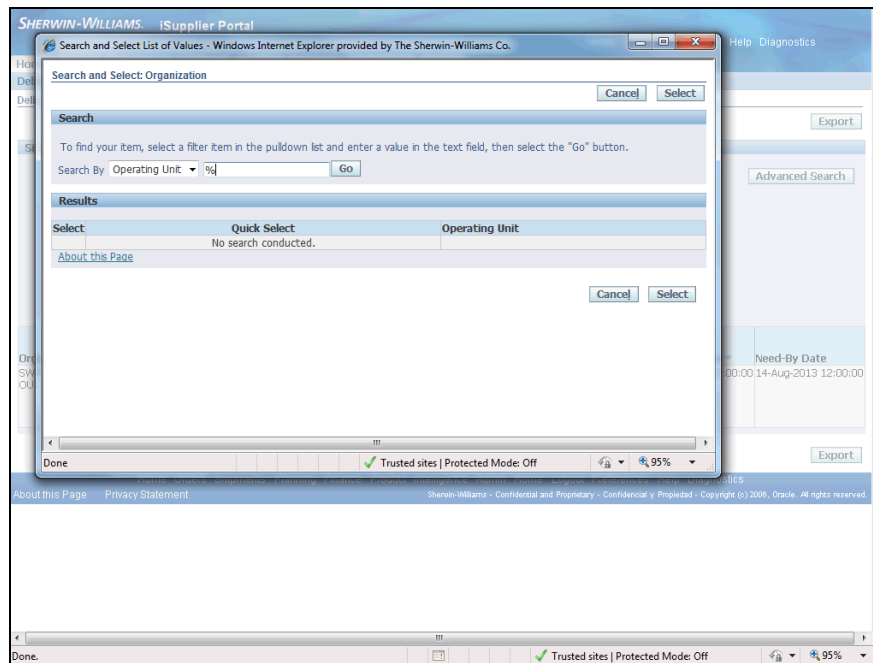



Step	Action
10.	Operating Unit is the only available option in the drop-down listing. Click in the Search By field. <div></div>



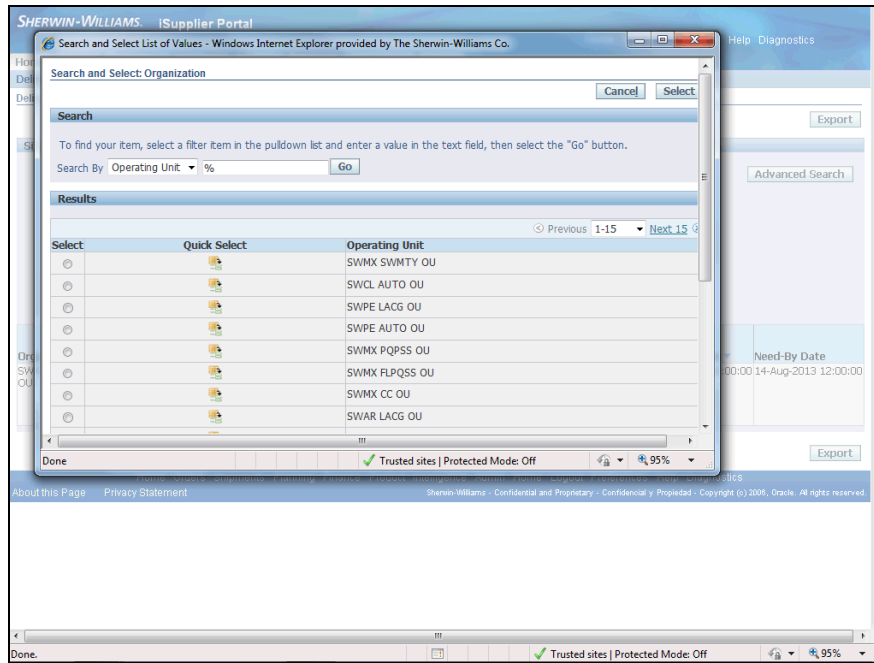
Supplier Portal Training Guide

Step	Action
11.	Enter the desired information into the Search By field. Enter "%".

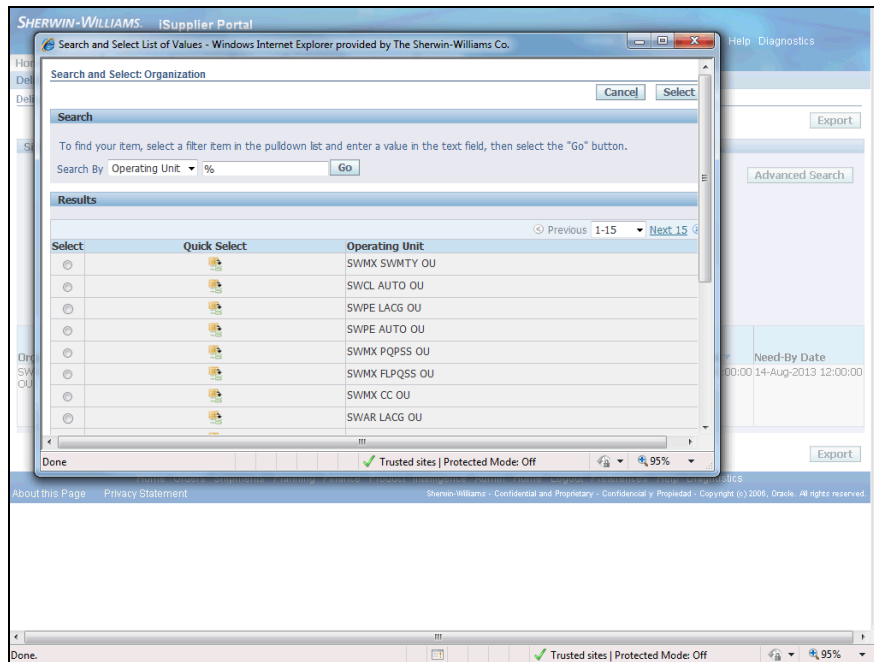


Step	Action
12.	Click the Go button. 


Supplier Portal Training Guide

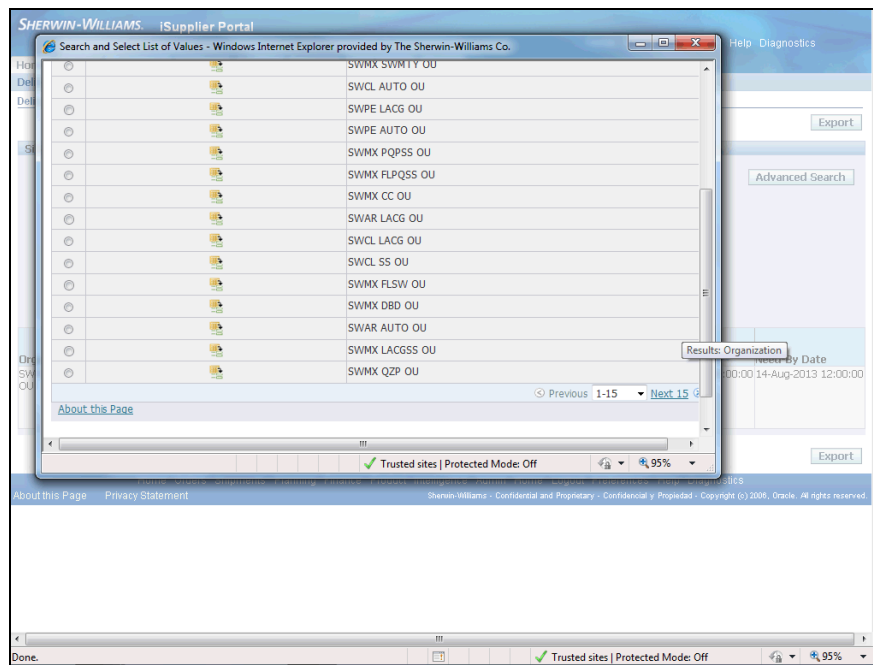



Step	Action
13.	A list of Operating Units displays for you to make your selection.



Supplier Portal Training Guide

Step	Action
14.	<p>Scroll down the page.</p> <p>Click the Vertical scrollbar.</p> 



Step	Action
15.	<p>Select the Operating Unit.</p> <p>Click the Quick Select button.</p> 

Supplier Portal Training Guide

SHERWIN-WILLIAMS iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Delivery Schedules Shipment Notices Shipment Schedules Receipts Returns Overdue Receipts On-Time Performance

Delivery Schedules Export

Simple Search

Organization: SWMX LACGSS OU Search Item Number: Search

PO Number: Search Ship-To Location: Search

Supplier Item: Search Promised Date: (example: 23-Oct-2013) Search

Item Description: Search Need-By Date: (example: 23-Oct-2013) Search

Go Clear Advanced Search

Organization	PO Number	Supplier Item	Item Description	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Item Number	Supplier Config ID	Supplier Location	Promised Date	Need-By Date
SWMX PQPSS OU	15457		ENV. LIT. EXCELCRYL NVA. IMAGEN 1D 3.785 LT	EACH	4032	0	SWMX AUTO TEXCOCO		127360.0		INDUSTRIA METALICA DEL ENWASE SA DE CV	14-Aug-2013 00:00:00	14-Aug-2013 12:00:00

Export

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

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Step	Action
16.	Click the Go button. Go

SHERWIN-WILLIAMS iSupplier Portal

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Home Orders Shipments Planning Finance Product Intelligence Admin

Delivery Schedules Shipment Notices Shipment Schedules Receipts Returns Overdue Receipts On-Time Performance

Delivery Schedules Export

Simple Search

Organization: SWMX LACGSS OU Search Item Number: Search

PO Number: Search Ship-To Location: Search

Supplier Item: Search Promised Date: (example: 23-Oct-2013) Search

Item Description: Search Need-By Date: (example: 23-Oct-2013) Search

Go Clear

Organization	PO Number	Supplier Item	Item Description	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Item Number	Supplier Config ID	Supplier Location	Promised Date
SWMX LACGSS OU	30201		High Speed Computer	EACH	5	0	SWMX LACGSS PLANTA VALLEJO		FMKW Computer		INDUSTRIA METALICA DEL ENWASE SA DE CV	LACGSS PKG MXN
SWMX LACGSS OU	30200		High Speed Computer	EACH	5	0	SWMX LACGSS PLANTA VALLEJO		FMKW Computer		INDUSTRIA METALICA DEL ENWASE SA DE CV	LACGSS PKG MXN
SWMX LACGSS OU	30187		High Speed Computer	EACH	6	0	SWMX LACGSS PLANTA VALLEJO		FMKW Computer		INDUSTRIA METALICA DEL ENWASE SA DE CV	LACGSS PKG MXN
SWMX LACGSS OU	30186		High Speed Computer	EACH	6	0	SWMX LACGSS PLANTA VALLEJO		FMKW Computer		INDUSTRIA METALICA DEL ENWASE SA DE CV	LACGSS PKG MXN

Done Trusted sites | Protected Mode: Off 95%

Supplier Portal Training Guide

Step	Action
17.	<p>The Overdue Receipts for the selected Organization displays.</p> <p>On each row, you are able to view PO Number, Quantity Received, Ship-To Location information, Supplier Location information. by clicking the appropriate link.</p>

SHERWIN-WILLIAMS iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

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

Delivery Schedules Export

Simple Search

Organization: SWMX LACGSS OU Item Number:

PO Number: Ship-To Location:

Supplier Item: Promised Date: (example: 23-Oct-2013)

Item Description: Need-By Date: (example: 23-Oct-2013)

Organization	PO Number	Supplier Item	Item Description	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Item Number	Supplier Config ID	Supplier	Supplier Location	Promised Date
SWMX LACGSS OU	30201		High Speed Computer	EACH 5	0		SWMX LACGSS PLANTA VALLEJO	FMKW Computer			INDUSTRIA METALICA DEL ENVASE SA DE CV	LACGSS PKG MXN	
SWMX LACGSS OU	30200		High Speed Computer	EACH 5	0		SWMX LACGSS PLANTA VALLEJO	FMKW Computer			INDUSTRIA METALICA DEL ENVASE SA DE CV	LACGSS PKG MXN	
SWMX LACGSS OU	30187		High Speed Computer	EACH 6	0		SWMX LACGSS PLANTA VALLEJO	FMKW Computer			INDUSTRIA METALICA DEL ENVASE SA DE CV	LACGSS PKG MXN	
SWMX LACGSS OU	30186		High Speed Computer	EACH 6	0		SWMX LACGSS PLANTA VALLEJO	FMKW Computer			INDUSTRIA METALICA DEL ENVASE SA DE CV	LACGSS PKG MXN	

Done Trusted sites | Protected Mode: Off 95%

Step	Action
18.	<p>This task showed you how to view Overdue Receipts.</p> <p>End of Procedure.</p>

Viewing and Acknowledging Purchase Orders

Purpose: To show you how to view and acknowledge purchase orders

Pre-Requisites: Pre-existing purchase orders

Navigation: iSupplier Portal Home Page > Orders (T)

Before orders can progress, the Purchase Order submitted by the Buyer must be acknowledged. You can select the Purchase Orders that need to be acknowledged from the list displayed in the Orders tab.

Procedure

This task shows you how to view and acknowledge a Purchase Order.

Supplier Portal Training Guide

SHERWIN-WILLIAMS. iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Search PO Number Go

Notifications [Full List](#)

Subject	Date
Standard Purchase Order 30201.0 requires your acceptance	18-Oct-2013 07:58:44

Orders At A Glance [Full List](#)

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

Shipments At A Glance [Full List](#)

Shipment Number	Packing Slip	Shipment Date
12345		25-Sep-2013 13:35:14
65486		25-Sep-2013 07:32:02

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Step	Action
1.	A Notification is listed indicating a Purchase Order requires acceptance by the supplier.

Supplier Portal Training Guide

Step	Action
2.	<p>Select the PO Number from the Orders At A Glance list.</p> <p>Click the 30201 link.</p> <p>30201</p>

The screenshot displays the SHERWIN-WILLIAMS iSupplier Portal interface. The top navigation bar includes links for Home, Orders, Shipments, Planning, Finance, Product, Intelligence, and Admin. The main content area is titled 'Purchase Orders' and shows details for a specific order: 'Standard Purchase Order: 30201, 0 (Total MXN 6500.00)'. The currency is set to MXN. The order information is divided into three sections: General, Terms and Conditions, and Summary. The General section lists the supplier as INDUSTRIA METALICA DEL ENVASE SA DE CV, the buyer as KVBUYER, Katherine, and the order date as 18-Oct-2013 08:58:43. The Terms and Conditions section lists the payment terms as IMMEDIATE. The Summary section shows a total of 6500.00, with 0.00 received and 0.00 invoiced. The order status is 'Not Paid'. Below the order information, there is a table of PO Details with one line item: 'High Speed Computer' with a quantity of 5 and a price of 1300. The bottom of the page shows a status bar with 'Trusted sites | Protected Mode: Off' and a zoom level of 95%.

Step	Action
3.	View all of the Purchase Order information to verify everything is acceptable.

Supplier Portal Training Guide

SHERWIN-WILLIAMS. | Supplier Portal

Home Logout Preferences Help Diagnostics

Home > **Purchase Orders** | Work Orders | Agreements | Purchase History | Work Confirmations | Deliverables | Deliverables | Timecards | RFQ

Standard Purchase Order: 30201, 0 (Total MXN 6500.00)
Currency=MXN

Actions Acknowledge Go Export

Order Information

General	Terms and Conditions	Summary
Total 6500.00 Supplier INDUSTRIA METALICA DEL ENVASE SA DE CV Supplier Site LAGSS PKG MXN Address CARR. TEOLO-HUEHUETOCA S/N HUEHUETOCA, MEX 54680 Buyer KWBUEYER, Katherine Order Date 18-Oct-2013 08:58:43 Description High Speed Computer Purchase Test Requires Acknowledgment Status Note to Supplier Operating Unit: SWMX LAGSS OU Supplier Order Number Attachments: None	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	Total 6500.00 Received 0.00 Invoked 0.00 Payment Status 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
Show	1	Goods	FMKW Computer		High Speed Computer	EACH	5	1300	6500.00	Open		

Return to Home

Actions Acknowledge Go Export

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

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Step	Action
4.	Click the Select to show information button. 

SHERWIN-WILLIAMS. | Supplier Portal

Home Logout Preferences Help Diagnostics

Home > **Purchase Orders** | Work Orders | Agreements | Purchase History | Work Confirmations | Deliverables | Deliverables | Timecards | RFQ

Standard Purchase Order: 30201, 0 (Total MXN 6500.00)
Currency=MXN

Actions Acknowledge Go Export

Order Information

General	Terms and Conditions	Summary
Total 6500.00 Supplier INDUSTRIA METALICA DEL ENVASE SA DE CV Supplier Site LAGSS PKG MXN Address CARR. TEOLO-HUEHUETOCA S/N HUEHUETOCA, MEX 54680 Buyer KWBUEYER, Katherine Order Date 18-Oct-2013 08:58:43 Description High Speed Computer Purchase Test Requires Acknowledgment Status Note to Supplier Operating Unit: SWMX LAGSS OU Supplier Order Number Attachments: None	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	Total 6500.00 Received 0.00 Invoked 0.00 Payment Status Not Paid

PO Details

Show All Details Hide All Details

Details	Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments
Hide	1	Goods	FMKW Computer		High Speed Computer	EACH	5	1300	6500.00	Open	

Shipments

Ship-To	Qty	Amount	Payment	Supplier
Done.				

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Supplier Portal Training Guide

Step	Action
5.	Click the Show All Details link. Show All Details

SHERWIN-WILLIAMS Supplier Portal

Home Logout Preferences Help Diagnostics

Home > Standard Purchase Order: 30201, 0 (Total MXN 6500.00)
Currency=MXN

Actions Acknowledge Go Export

Order Information

General	Terms and Conditions	Summary
Total 6500.00 Supplier INDUSTRIA METALICA DEL ENVASE SA DE CV Supplier Site LACOSS PKG MXN Address CARR. TEOLO-HUEHUETOCA S/N HUEHUETOCA, MEX 54680 Buyer KWBUEYER, Katherine Order Date 18-Oct-2013 08:58:43 Description High Speed Computer Purchase Test Requires Acknowledgment Status Note to Supplier Operating Unit SWMX LACOSS OU Supplier Order Number Attachments None	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	Total 6500.00 Received 0.00 Invoiced 0.00 Payment Status Not Paid

PO Details


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

Details/Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments
Hide 1	Goods	FMKV Computer		High Speed Computer	EACH	5	1300	6500.00	Open	

Shipments

Ship-To	Qty	Amount	Payment	Supplier
Done.				

Trusted sites | Protected Mode: Off

Step	Action
6.	Scroll down the page to view all of the information. Click the Vertical scrollbar. 

Supplier Portal Training Guide

General		Terms and Conditions		Summary	
Total	6500.00	Payment Terms	IMMEDIATE	Total	6500.00
Supplier	INDUSTRIA METALICA DEL ENVASE SA DE CV	Carrier	FOB	Received	0.00
Supplier Site	LACGSS PKG MXN	Freight Terms	Shipping Control	Involved	0.00
Address	CARR. TEOLO-HUEHUETOCA S/N	Ship-To Address		Payment Status	Not Paid
Buyer	HUEHUETOCA, MEX 54680	Address	PONIENTE 140 595 INDUSTRIAL VALLEJO AZCAPOTZALCO, 02300		
Order Date	18-Oct-2013 08:58:43	Bill-To Address			
Description	High Speed Computer	Address	PONIENTE 140 595 INDUSTRIAL VALLEJO AZCAPOTZALCO, 02300		
Status	Purchase Test				
Note to Supplier	Requires Acknowledgment				
Operating Unit	SWMX LACGSS OU				
Supplier Order Number					
Attachments	None				

PO Details										
Show All Details Hide All Details										
Details/Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments
1	Goods	FMKW Computer		High Speed Computer	EACH	5	1300	6500.00	Open	

Shipments										
Shipment	Ship-To Location	Qty Ordered	Qty Received	Amount Ordered	Amount Received	Promised Date	Need-By Date	Payment Status	Status	Supplier Line
1	SWMX LACGSS PLANTA VALLEJO	5		6500.00			30-Oct-2013 00:00:00		Requires Acknowledgment	

[Return to Home](#)

[Go](#) [Export](#)

[Home](#) [Orders](#) [Shipments](#) [Planning](#) [Finance](#) [Product](#) [Intelligence](#) [Admin](#) [Home](#) [Logout](#) [Preferences](#) [Help](#) [Diagnostics](#)

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Done. Trusted sites | Protected Mode: Off

Step	Action
7.	Once you have viewed the Purchase Order and are satisfied with the details, you are are ready to Acknowledge it.

General		Terms and Conditions		Summary	
Total	6500.00	Payment Terms	IMMEDIATE	Total	6500.00
Supplier	INDUSTRIA METALICA DEL ENVASE SA DE CV	Carrier	FOB	Received	0.00
Supplier Site	LACGSS PKG MXN	Freight Terms	Shipping Control	Involved	0.00
Address	CARR. TEOLO-HUEHUETOCA S/N	Ship-To Address		Payment Status	Not Paid
Buyer	HUEHUETOCA, MEX 54680	Address	PONIENTE 140 595 INDUSTRIAL VALLEJO AZCAPOTZALCO, 02300		
Order Date	18-Oct-2013 08:58:43	Bill-To Address			
Description	High Speed Computer	Address	PONIENTE 140 595 INDUSTRIAL VALLEJO AZCAPOTZALCO, 02300		
Status	Purchase Test				
Note to Supplier	Requires Acknowledgment				
Operating Unit	SWMX LACGSS OU				
Supplier Order Number					
Attachments	None				

PO Details										
Show All Details Hide All Details										
Details/Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments
1	Goods	FMKW Computer		High Speed Computer	EACH	5	1300	6500.00	Open	

Shipments										
Shipment	Ship-To Location	Qty Ordered	Qty Received	Amount Ordered	Amount Received	Promised Date	Need-By Date	Payment Status	Status	Supplier Line
1	SWMX LACGSS PLANTA VALLEJO	5		6500.00			30-Oct-2013 00:00:00		Requires Acknowledgment	

[Return to Home](#)


[Go](#) [Export](#)

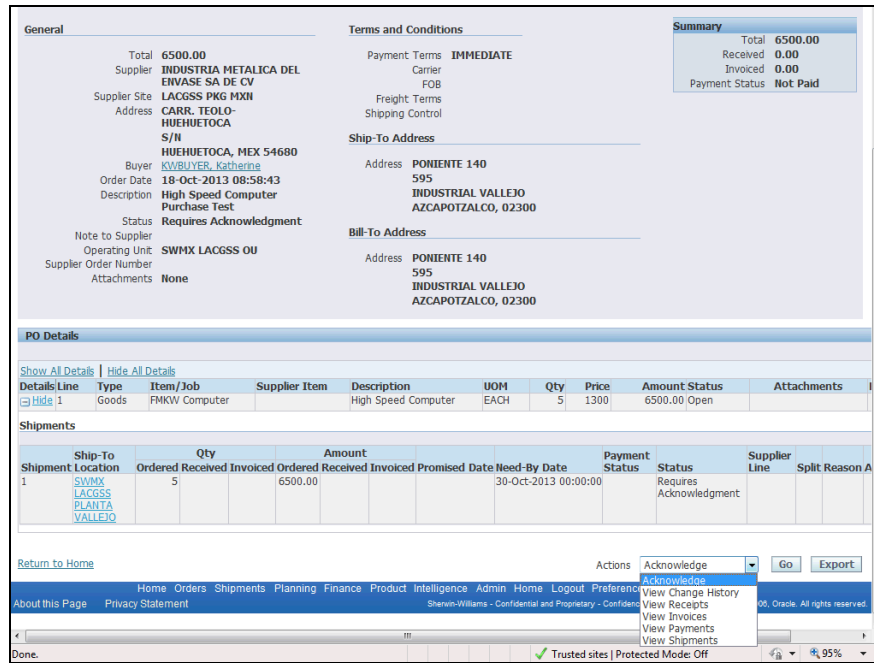
[Home](#) [Orders](#) [Shipments](#) [Planning](#) [Finance](#) [Product](#) [Intelligence](#) [Admin](#) [Home](#) [Logout](#) [Preferences](#) [Help](#) [Diagnostics](#)

[About this Page](#) [Privacy Statement](#)

Done. Trusted sites | Protected Mode: Off


Supplier Portal Training Guide

Step	Action
8.	Click the Actions button. 



The screenshot displays the Supplier Portal interface with the following sections:

- General:**
 - Total: 6500.00
 - Supplier: INDUSTRIA METALICA DEL
 - Supplier Site: ENRIQUE SA DE CV
 - Address: LACGSS PKG MXN
 - CARR. TEOLO-HUEHUETOCA S/N
 - HUEHUETOCA, MEX 54680
 - Buyer: KVBUEYER, Katherine
 - Order Date: 18-Oct-2013 08:58:43
 - Description: High Speed Computer
 - Status: Requires Acknowledgment
 - 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: 6500.00
 - Received: 0.00
 - invoiced: 0.00
 - Payment Status: Not Paid
- Ship-To Address:**
 - Address: PONIENTE 140
 - 595 INDUSTRIAL VALLEJO
 - AZCAPOTZALCO, 02300
- Bill-To Address:**
 - Address: PONIENTE 140
 - 595 INDUSTRIAL VALLEJO
 - AZCAPOTZALCO, 02300
- PO Details:**
 - Show All Details | Hide All Details
 - Details Line: 1
 - Type: Goods
 - Item/Job: FMKW Computer
 - Supplier Item: High Speed Computer
 - UOM: EACH
 - Qty: 5
 - Price: 1300
 - Amount: 6500.00
 - Status: Open
 - Attachments:
- Shipments:**
 - Ship-To Location: 1
 - Ordered: 5
 - Received: 6500.00
 - Invoiced: 6500.00
 - Promised Date: 30-Oct-2013 00:00:00
 - Need-By Date: 30-Oct-2013 00:00:00
 - Payment Status: Requires
 - Status: Acknowledgment
 - Supplier Line: 1
 - Split Reason: A
- Actions:**
 - Acknowledge
 - Go
 - Export

Step	Action
9.	Click the Acknowledge list item. 

Supplier Portal Training Guide

General		Terms and Conditions		Summary	
Total	6500.00	Payment Terms	IMMEDIATE	Total	6500.00
Supplier	INDUSTRIA METALICA DEL ENVASE SA DE CV	Carrier		Received	0.00
Supplier Site	LACGSS PKG MXN	FOB		Invoked	0.00
Address	CARR. TEOLO-HUEHUETOCA S/N	Freight Terms		Payment Status	Not Paid
	HUEHUETOCA, MEX 54680	Shipping Control			
Buyer	KVBUYER_Katherine	Ship-To Address			
Order Date	18-Oct-2013 08:58:43	Address	PONIENTE 140		
Description	High Speed Computer Purchase Test		595		
Status	Requires Acknowledgment		INDUSTRIAL VALLEJO		
Note to Supplier			AZCAPOTZALCO, 02300		
Operating Unit	SWMX LACGSS OU	Bill-To Address			
Supplier Order Number		Address	PONIENTE 140		
Attachments	None		595		
			INDUSTRIAL VALLEJO		
			AZCAPOTZALCO, 02300		

PO Details										
Show All Details Hide All Details										
Details/Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments
Hide 1	Goods	FMKW Computer		High Speed Computer	EACH	5	1300	6500.00	Open	

Shipments										
Shipment	Ship-To Location	Qty Ordered	Qty Received	Amount Ordered	Amount Received	Promised Date	Need-By Date	Payment Status	Status	Supplier Line
1	SWMX LACGSS PLANTA VALLEJO	5		6500.00			30-Oct-2013 00:00:00		Requires Acknowledgment	

Return to Home

Actions: Acknowledge Go Export

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

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Done.

Trusted sites | Protected Mode: Off

95%

Step	Action
10.	Click the Go button.

SHERWIN-WILLIAMS Supplier 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		
Home > View Order Details > Acknowledge for Standard Purchase Order >			
Acknowledge Purchase Order 30201			
Description	High Speed Computer Purchase Test	Cancel	Submit
Currency	MXN		
Amount	6500.00		
Order Date	18-Oct-2013 08:58:43		
Action	Accept		
Note to Buyer			
		Cancel	Submit
Home Orders Shipments Planning Finance Product Intelligence Admin Home Logout Preferences Help Diagnostics			
About this Page Privacy Statement			
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Done.			
Trusted sites Protected Mode: Off			
95%			

Supplier Portal Training Guide

Step	Action
11.	The Acknowledge Purchase Order page displays with a Description and Action to take place.

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

Home > View Order Details > Acknowledge for Standard Purchase Order >

Acknowledge Purchase Order 30201 Cancel Submit

Description: **High Speed Computer Purchase Test**

Currency: **MXN**

Amount: **6500.00**

Order Date: **18-Oct-2013 08:58:43**

Action: **Accept**

Note to Buyer:

Cancel Submit

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

About this Page Privacy Statement

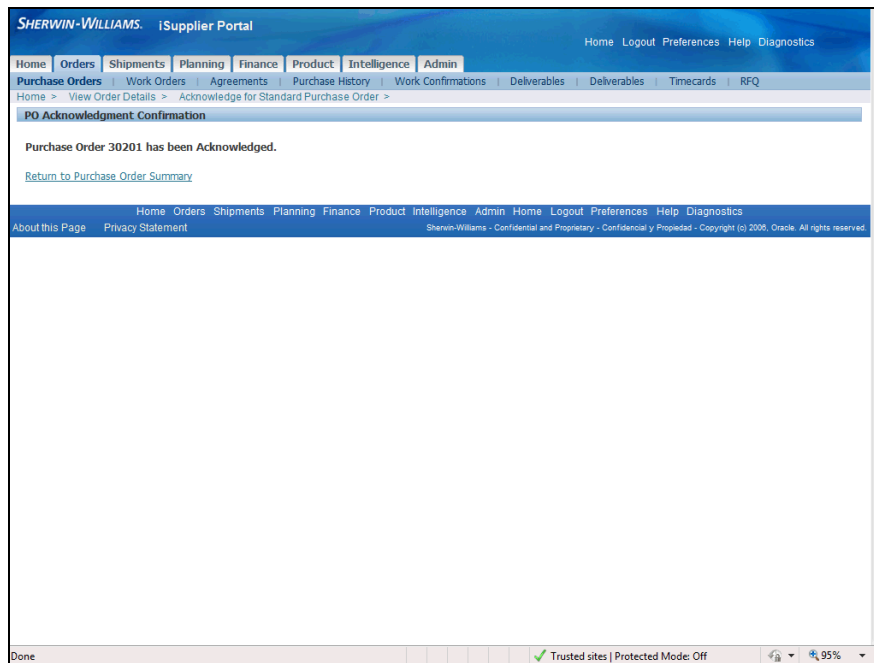
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Done Trusted sites | Protected Mode: Off 95%

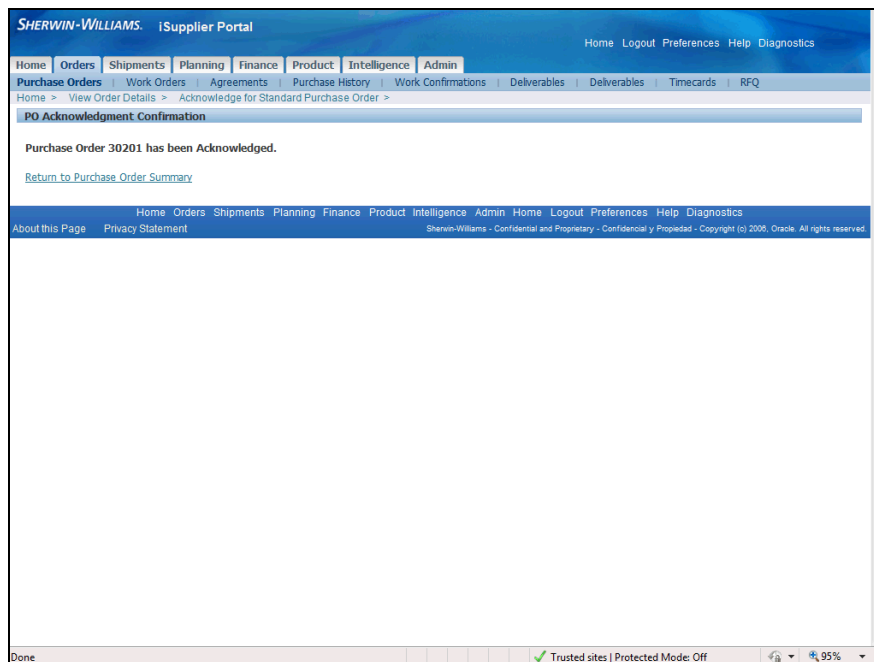
Step	Action
12.	Click the Submit button.

Submit

Supplier Portal Training Guide



Step	Action
13.	A Confirmation page indicates the Purchase Order 30201 has been Acknowledged.



Supplier Portal Training Guide

Step	Action
14.	Click the Return to Purchase Order Summary link. Return to Purchase Order Summary

SHERWIN-WILLIAMS Supplier 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

Purchase Orders

Multiple PO Change Export

Views

View All Purchase Orders Go Advanced Search

Select Order: Acknowledge Request Cancellation Request Changes View Change History Previous 1-25 Next 25

PO Select Number	Operating Rev Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
30201	0	SWMX LACGSS OU	Standard PO	High Speed Computer Purchase Test	18-Oct-2013 08:58:43	KVBUYER, Katherine	MXN	6500.00	Accepted	
30200	0	SWMX LACGSS OU	Standard PO	High Speed Computer Purchase Test	18-Oct-2013 08:54:48	KVBUYER, Katherine	MXN	6500.00	Rejected	
30199	1	SWMX LACGSS OU	Standard PO	High Speed Computer Purchase Test	14-Oct-2013 13:21:49	KVBUYER, Katherine	MXN	5200.00	Open	
30198	1	SWMX LACGSS OU	Standard PO	High Speed Computer Purchase Test	02-Oct-2013 15:22:56	KVBUYER, Katherine	MXN	6500.00	Buyer Change Pending	
30197	0	SWMX LACGSS OU	Standard PO	High Speed Computer Purchase Test	02-Oct-2013 14:39:25	KVBUYER, Katherine	MXN	7200.00	Accepted	
30184	1	SWMX LACGSS OU	Standard PO	High Speed Computer Purchase Test	26-Sep-2013 09:56:20	KVBUYER, Katherine	MXN	3900.00	Accepted	
30187	0	SWMX LACGSS OU	Standard PO	High Speed Computer Purchase Test	26-Sep-2013 07:39:28	KVBUYER, Katherine	MXN	7200.00	Requires Acknowledgment	
30186	0	SWMX LACGSS OU	Standard PO	High Speed Computer Purchase Test	26-Sep-2013 07:38:48	KVBUYER, Katherine	MXN	7200.00	Requires Acknowledgment	
30185	0	SWMX LACGSS OU	Standard PO	High Speed Computer Purchase Test	26-Sep-2013 07:37:34	KVBUYER, Katherine	MXN	6000.00	Requires Acknowledgment	
30183	0	SWMX LACGSS OU	Standard PO	High Speed Computer Purchase Test	26-Sep-2013 07:08:30	KVBUYER, Katherine	MXN	3600.00	Accepted	

Done Trusted sites | Protected Mode: Off 95%

Step	Action
15.	The Purchase Order Summary page indicates PO Number 30201 has a Status of Accepted .

Supplier Portal Training Guide

PO Select	Number	Rev	Unit	Operating Type	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	30201	0	SWMX	LACGSS	Standard PO	High Speed Computer Purchase Test	18-Oct-2013 08:58:43	KWBUEY, Katherine	M00	6500.00	Accepted		
<input type="radio"/>	30200	0	SWMX	LACGSS	Standard PO	High Speed Computer Purchase Test	18-Oct-2013 08:54:48	KWBUEY, Katherine	M00	6500.00	Rejected		
<input type="radio"/>	30199	1	SWMX	LACGSS	Standard PO	High Speed Computer Purchase Test	14-Oct-2013 13:21:49	KWBUEY, Katherine	M00	5200.00	Open		
<input type="radio"/>	30198	1	SWMX	LACGSS	Standard PO	High Speed Computer Purchase Test	02-Oct-2013 15:22:56	KWBUEY, Katherine	M00	6500.00	Buyer Change Pending		
<input type="radio"/>	30197	0	SWMX	LACGSS	Standard PO	High Speed Computer Purchase Test	02-Oct-2013 14:39:25	KWBUEY, Katherine	M00	7200.00	Accepted		
<input type="radio"/>	30184	1	SWMX	LACGSS	Standard PO	High Speed Computer Purchase Test	26-Sep-2013 09:56:20	KWBUEY, Katherine	M00	3900.00	Accepted		
<input type="radio"/>	30187	0	SWMX	LACGSS	Standard PO	High Speed Computer Purchase Test	26-Sep-2013 07:39:28	KWBUEY, Katherine	M00	7200.00	Requires Acknowledgment		
<input type="radio"/>	30186	0	SWMX	LACGSS	Standard PO	High Speed Computer Purchase Test	26-Sep-2013 07:38:48	KWBUEY, Katherine	M00	7200.00	Requires Acknowledgment		
<input type="radio"/>	30185	0	SWMX	LACGSS	Standard PO	High Speed Computer Purchase Test	26-Sep-2013 07:37:34	KWBUEY, Katherine	M00	6000.00	Requires Acknowledgment		
<input type="radio"/>	30183	0	SWMX	LACGSS	Standard PO	High Speed Computer Purchase Test	26-Sep-2013 07:08:30	KWBUEY, Katherine	M00	3600.00	Accepted		

Step	Action
16.	This task showed you how to view and acknowledge a Purchase Order. End of Procedure.

Submitting Purchase Order Change Requests

Purpose: To show you how to submit a Purchase Order Change Request

Pre-Requisites: Pre-existing purchase orders

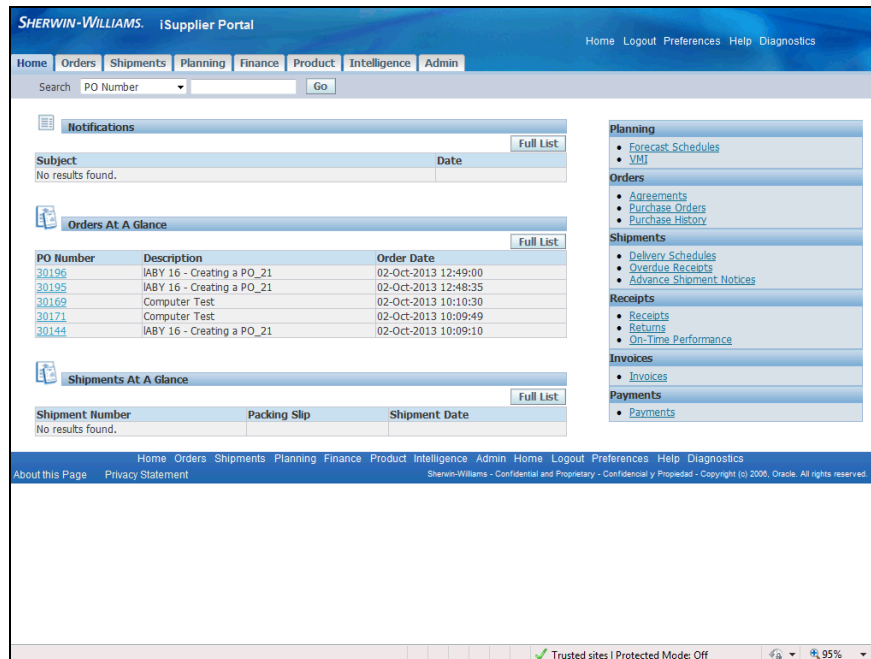
Navigation: iSupplier Portal Home page > Orders (T) > Request Changes

Oracle iSupplier Portal enables you to request changes to purchase orders when modifications are needed to fulfill an order. You can make changes during and after acknowledgment. You can change a single purchase order, or, depending on the change you need to make, you can update multiple change orders at the same time.

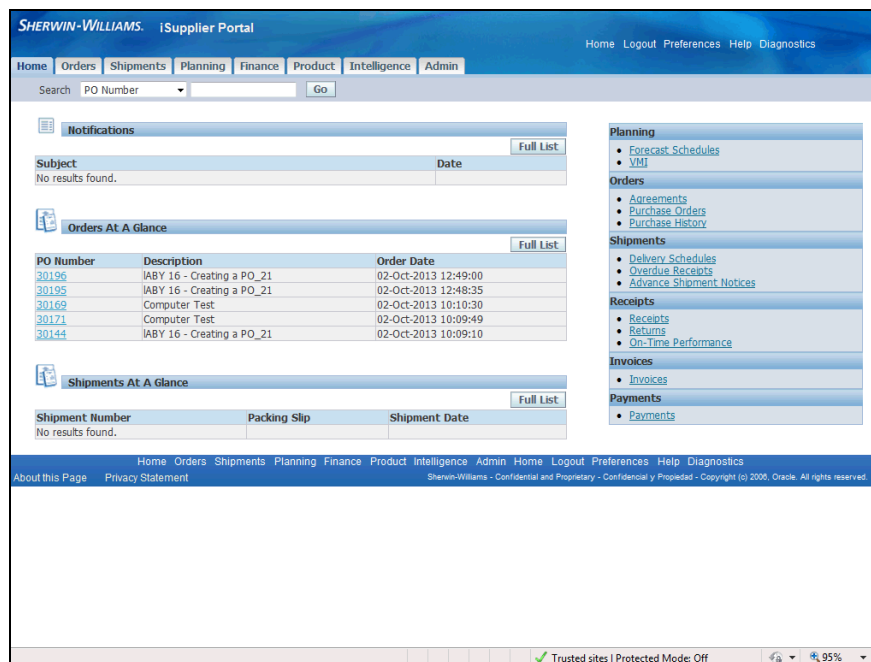
Procedure

This task shows you how to submit a Purchase Order Change Request.

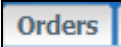
Supplier Portal Training Guide

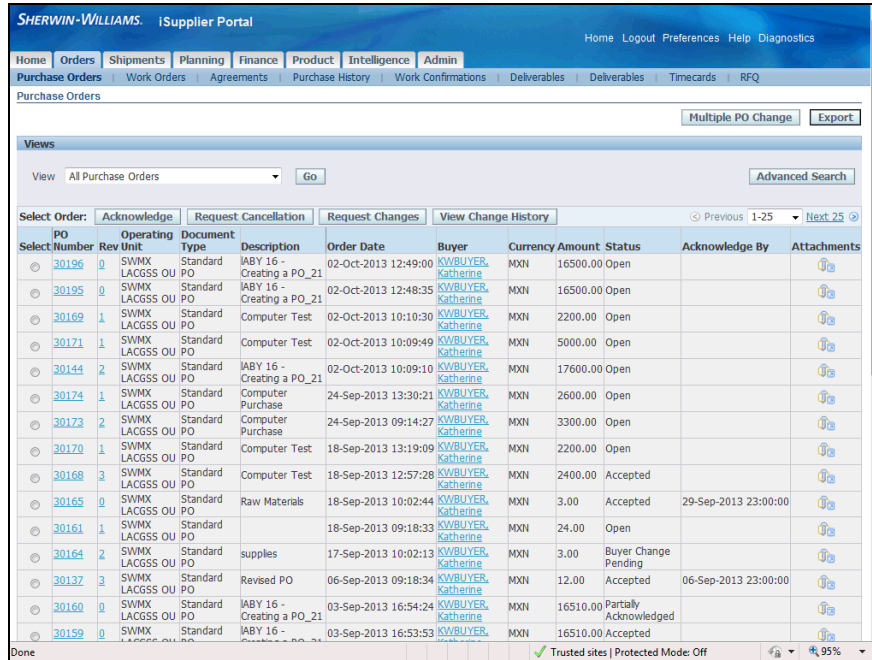


Step	Action
1.	The iSupplier Portal Home page displays Orders At A Glance which lists your open Purchase Orders. You can select the order from this list, but for this example, you will go through the Orders tab.



Supplier Portal Training Guide

Step	Action
2.	Click the Orders tab. 



The screenshot shows the SHERWIN-WILLIAMS iSupplier Portal interface. The top navigation bar includes links for Home, Logout, Preferences, Help, and Diagnostics. Below this is a secondary navigation bar with tabs for Home, Orders, Shipments, Planning, Finance, Product, Intelligence, and Admin. The 'Purchase Orders' tab is selected, and a sub-menu shows 'Work Orders', 'Agreements', 'Purchase History', 'Work Confirmations', 'Deliverables', 'Timecards', and 'RFQ'. The main content area displays a list of Purchase Orders with columns for PO Number, Rev, Unit, Operating Type, Document, Description, Order Date, Buyer, Currency, Amount, Status, Acknowledge By, and Attachments. The list shows various orders with statuses like 'Open', 'Accepted', and 'Partially Acknowledged'. At the bottom, there is a status bar indicating 'Trusted sites | Protected Mode: Off' and a zoom level of 95%.

PO Number	Rev	Unit	Operating Type	Document	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
30196	0		SWMX	Standard	IABY 16 - Creating a PO_21	02-Oct-2013 12:49:00	KWBUYER, Katherine	MXN	16500.00	Open		
30195	0		SWMX	Standard	IABY 16 - Creating a PO_21	02-Oct-2013 12:48:35	KWBUYER, Katherine	MXN	16500.00	Open		
30169	1		SWMX	Standard	Computer Test	02-Oct-2013 10:10:30	KWBUYER, Katherine	MXN	2200.00	Open		
30171	1		SWMX	Standard	Computer Test	02-Oct-2013 10:09:49	KWBUYER, Katherine	MXN	5000.00	Open		
30144	2		SWMX	Standard	IABY 16 - Creating a PO_21	02-Oct-2013 10:09:10	KWBUYER, Katherine	MXN	17600.00	Open		
30174	1		SWMX	Standard	Computer Purchase	24-Sep-2013 13:30:21	KWBUYER, Katherine	MXN	2600.00	Open		
30173	2		SWMX	Standard	Computer Purchase	24-Sep-2013 09:14:27	KWBUYER, Katherine	MXN	3300.00	Open		
30170	1		SWMX	Standard	Computer Test	18-Sep-2013 13:19:09	KWBUYER, Katherine	MXN	2200.00	Open		
30168	3		SWMX	Standard	Computer Test	18-Sep-2013 12:57:28	KWBUYER, Katherine	MXN	2400.00	Accepted		
30165	0		SWMX	Standard	Raw Materials	18-Sep-2013 10:02:44	KWBUYER, Katherine	MXN	3.00	Accepted	29-Sep-2013 23:00:00	
30161	1		SWMX	Standard	PO	18-Sep-2013 09:18:33	KWBUYER, Katherine	MXN	24.00	Open		
30164	2		SWMX	Standard	supplies	17-Sep-2013 10:02:13	KWBUYER, Katherine	MXN	3.00	Buyer Change Pending		
30137	3		SWMX	Standard	Revised PO	06-Sep-2013 09:18:34	KWBUYER, Katherine	MXN	12.00	Accepted	06-Sep-2013 23:00:00	
30160	0		SWMX	Standard	IABY 16 - Creating a PO_21	03-Sep-2013 16:54:24	KWBUYER, Katherine	MXN	16510.00	Partially Acknowledged		
30159	0		SWMX	Standard	IABY 16 -	03-Sep-2013 16:53:53	KWBUYER, Katherine	MXN	16510.00	Accepted		

Step	Action
3.	A full list of Purchase Orders displays. Select the order from this list to make changes.

Supplier Portal Training Guide

SHERWIN-WILLIAMS. iSupplier Portal

Home Logout Preferences Help Diagnostics

HomeOrdersShipmentsPlanningFinanceProductIntelligenceAdmin

Purchase OrdersWork OrdersAgreementsPurchase HistoryWork ConfirmationsDeliverablesDeliverablesTimecardsRFQ

Purchase Orders

Multiple PO ChangeExport

Views

ViewAll Purchase OrdersGoAdvanced Search


Select Order:

AcknowledgeRequest CancellationRequest ChangesView Change History

Previous1-25Next 25

PO Select Number	Rev Unit	Operating Document Type	Description	Order Date	Buyer	Currency Amount	Status	Acknowledge By	Attachments
<input type="radio"/> 30196	0	SWMX LACGSS OU	Standard PO	IABY 16 - Creating a PO_21	02-Oct-2013 12:49:00	KWBUYER, Katherine	MXN 16500.00	Open	
<input type="radio"/> 30195	0	SWMX LACGSS OU	Standard PO	IABY 16 - Creating a PO_21	02-Oct-2013 12:48:35	KWBUYER, Katherine	MXN 16500.00	Open	
<input type="radio"/> 30169	1	SWMX LACGSS OU	Standard PO	Computer Test	02-Oct-2013 10:10:30	KWBUYER, Katherine	MXN 2200.00	Open	
<input type="radio"/> 30171	1	SWMX LACGSS OU	Standard PO	Computer Test	02-Oct-2013 10:09:49	KWBUYER, Katherine	MXN 5000.00	Open	
<input type="radio"/> 30144	2	SWMX LACGSS OU	Standard PO	IABY 16 - Creating a PO_21	02-Oct-2013 10:09:10	KWBUYER, Katherine	MXN 17600.00	Open	
<input type="radio"/> 30174	1	SWMX LACGSS OU	Standard PO	Computer Purchase	24-Sep-2013 13:30:21	KWBUYER, Katherine	MXN 2600.00	Open	
<input type="radio"/> 30173	2	SWMX LACGSS OU	Standard PO	Computer Purchase	24-Sep-2013 09:14:27	KWBUYER, Katherine	MXN 3300.00	Open	
<input type="radio"/> 30170	1	SWMX LACGSS OU	Standard PO	Computer Test	18-Sep-2013 13:19:09	KWBUYER, Katherine	MXN 2200.00	Open	
<input type="radio"/> 30168	3	SWMX LACGSS OU	Standard PO	Computer Test	18-Sep-2013 12:57:28	KWBUYER, Katherine	MXN 2400.00	Accepted	
<input type="radio"/> 30165	0	SWMX LACGSS OU	Standard PO	Raw Materials	18-Sep-2013 10:02:44	KWBUYER, Katherine	MXN 3.00	Accepted	29-Sep-2013 23:00:00
<input type="radio"/> 30161	1	SWMX LACGSS OU	Standard PO		18-Sep-2013 09:18:33	KWBUYER, Katherine	MXN 24.00	Open	
<input type="radio"/> 30164	2	SWMX LACGSS OU	Standard PO	supplies	17-Sep-2013 10:02:13	KWBUYER, Katherine	MXN 3.00	Buyer Change Pending	
<input type="radio"/> 30137	3	SWMX LACGSS OU	Standard PO	Revised PO	06-Sep-2013 09:18:34	KWBUYER, Katherine	MXN 12.00	Accepted	06-Sep-2013 23:00:00
<input type="radio"/> 30160	0	SWMX LACGSS OU	Standard PO	IABY 16 - Creating a PO_21	03-Sep-2013 16:54:24	KWBUYER, Katherine	MXN 16510.00	Partially Acknowledged	
<input type="radio"/> 30159	0	SWMX LACGSS OU	Standard PO	IABY 16 - Creating a PO_21	03-Sep-2013 16:53:53	KWBUYER, Katherine	MXN 16510.00	Accepted	

DoneTrusted sites | Protected Mode: Off95%

Step	Action
4.	Click the 30195 option. 

SHERWIN-WILLIAMS. iSupplier Portal

Home Logout Preferences Help Diagnostics

HomeOrdersShipmentsPlanningFinanceProductIntelligenceAdmin

Purchase OrdersWork OrdersAgreementsPurchase HistoryWork ConfirmationsDeliverablesDeliverablesTimecardsRFQ

Purchase Orders

Multiple PO ChangeExport

Views


ViewAll Purchase OrdersGoAdvanced Search

Select Order:	Acknowledge	Request Cancellation	Request Changes	View Change History	Previous	1-25	Next 25		
PO Select Number	Rev Unit	Operating Document Type	Description	Order Date	Buyer	Currency Amount	Status	Acknowledge By	Attachments
<input type="radio"/> 30196	0	SWMX LACGSS OU	Standard PO	IABY 16 - Creating a PO_21	02-Oct-2013 12:49:00	KWBUYER, Katherine	MXN 16500.00	Open	
<input checked="" type="radio"/> 30195	0	SWMX LACGSS OU	Standard PO	IABY 16 - Creating a PO_21	02-Oct-2013 12:48:35	KWBUYER, Katherine	MXN 16500.00	Open	
<input type="radio"/> 30169	1	SWMX LACGSS OU	Standard PO	Computer Test	02-Oct-2013 10:10:30	KWBUYER, Katherine	MXN 2200.00	Open	
<input type="radio"/> 30171	1	SWMX LACGSS OU	Standard PO	Computer Test	02-Oct-2013 10:09:49	KWBUYER, Katherine	MXN 5000.00	Open	
<input type="radio"/> 30144	2	SWMX LACGSS OU	Standard PO	IABY 16 - Creating a PO_21	02-Oct-2013 10:09:10	KWBUYER, Katherine	MXN 17600.00	Open	
<input type="radio"/> 30174	1	SWMX LACGSS OU	Standard PO	Computer Purchase	24-Sep-2013 13:30:21	KWBUYER, Katherine	MXN 2600.00	Open	
<input type="radio"/> 30173	2	SWMX LACGSS OU	Standard PO	Computer Purchase	24-Sep-2013 09:14:27	KWBUYER, Katherine	MXN 3300.00	Open	
<input type="radio"/> 30170	1	SWMX LACGSS OU	Standard PO	Computer Test	18-Sep-2013 13:19:09	KWBUYER, Katherine	MXN 2200.00	Open	
<input type="radio"/> 30168	3	SWMX LACGSS OU	Standard PO	Computer Test	18-Sep-2013 12:57:28	KWBUYER, Katherine	MXN 2400.00	Accepted	
<input type="radio"/> 30165	0	SWMX LACGSS OU	Standard PO	Raw Materials	18-Sep-2013 10:02:44	KWBUYER, Katherine	MXN 3.00	Accepted	29-Sep-2013 23:00:00
<input type="radio"/> 30161	1	SWMX LACGSS OU	Standard PO		18-Sep-2013 09:18:33	KWBUYER, Katherine	MXN 24.00	Open	
<input type="radio"/> 30164	2	SWMX LACGSS OU	Standard PO	supplies	17-Sep-2013 10:02:13	KWBUYER, Katherine	MXN 3.00	Buyer Change Pending	
<input type="radio"/> 30137	3	SWMX LACGSS OU	Standard PO	Revised PO	06-Sep-2013 09:18:34	KWBUYER, Katherine	MXN 12.00	Accepted	06-Sep-2013 23:00:00
<input type="radio"/> 30160	0	SWMX LACGSS OU	Standard PO	IABY 16 - Creating a PO_21	03-Sep-2013 16:54:24	KWBUYER, Katherine	MXN 16510.00	Partially Acknowledged	
<input type="radio"/> 30159	0	SWMX LACGSS OU	Standard PO	IABY 16 - Creating a PO_21	03-Sep-2013 16:53:53	KWBUYER, Katherine	MXN 16510.00	Accepted	

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95%

Supplier Portal Training Guide

Step	Action
5.	Click the Request Changes button. 



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 KWBURGER, 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	Supp Conf ID
Done																

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Step	Action
6.	The Order Information for the Purchase Order displays. In addition, summary line information displays.

Supplier Portal Training Guide

SHERWIN-WILLIAMS Supplier 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 KWBUEYER, 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

Related Information

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

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	Status	Global Agreement	Supplier Conf ID
Done															

Done ✓ Trusted sites | Protected Mode: Off 95%

Step	Action
7.	<p>Scroll down the page to view the summary line information.</p> <p>Click the Vertical scrollbar.</p> 

Mexico City, Monterrey

Buyer KWBUEYER, 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](#)

Shipping Control

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	Status	Global Agreement	Supplier Conf ID
Show 2	Goods	FMKW Computer			High Speed Computer	EACH	10	1200	12000.00				Open		
Show 3	Goods	FMKW Software			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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Done ✓ Trusted sites | Protected Mode: Off 95%

Supplier Portal Training Guide

Step	Action
8.	To make a change to the quantity, click the Show link to view the Details of the selected line.  Show

Mexico City, Monterrey

Buyer: KWB/BUYER, 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](#)

Shipping Control

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 Supplier	Contractor Name	Status	Global Agreement
Show	2	Goods	FMKV Computer			High Speed Computer	EACH	10	1200	12000.00					Open	
Hide	3	Goods	FMKVSoftware			Expensed Item	EACH	10	450	4500.00					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	Attach
1	SWMX LACGSS PLANTA VALLEJO	10	450			4500.00		31-Oct-2013 00:00:00					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

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Step	Action
9.	Enter the changes you want to make in the appropriate fields. In this example, change the Quantity Ordered and enter the Supplier Order Line number.

Supplier Portal Training Guide

Mexico City, Monterrey

Buyer: KWBUEYER, 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](#)

Shipping Control

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 Supplier	Contractor Name	Status	Global Agreement
Show	2	Goods FMKW/Computer			High Speed Computer	EACH	10	1200	12000.00					Open	
Hide	3	Goods FMKW/Software			Expensed Item	EACH	10	450	4500.00					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	Attachment
1	SWMX LACGSS PLANTA VALLEJO	10	450			4500.00		31-Oct-2013 00:00:00					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

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Step	Action
10.	<p>Change the Quantity Ordered.</p> <p>Enter the change quantity into the Quantity Ordered field.</p> <p>Enter "8".</p>

Mexico City, Monterrey

Buyer: KWBUEYER, 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](#)

Shipping Control

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 Supplier	Contractor Name	Status	Global Agreement
Show	2	Goods FMKW/Computer			High Speed Computer	EACH	10	1200	12000.00					Open	
Hide	3	Goods FMKW/Software			Expensed Item	EACH	10	450	4500.00					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	Attachment
1	SWMX LACGSS PLANTA VALLEJO	8	450			4500.00		31-Oct-2013 00:00:00					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

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Supplier Portal Training Guide

Step	Action
11.	Click in the Supplier Order Line field. <input type="text"/>

Mexico City, Monterrey

Buyer: KWBUEYER, Katherine
Order Date: 02-Oct-2013 12:48:35
Description: LABY 16 - Creating a PO_21
Status: Open
Note to Supplier: SWMX LACGSS OU
Organization: SWMX LACGSS OU
Supplier Order Number:
Attachments: [View](#)

Shipping Control

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	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement
Show	2	Goods	FMKV	Computer			High Speed Computer	EACH	10	1200	12000.00					Open	
Hide	3	Goods	FMKV	Software			Expensed Item	EACH	10	450	4500.00					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
1	SWMX LACGSS PLANTA VALLEJO	8	450		4500.00			31-Oct-2013 00:00:00	<input type="text"/>				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

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Step	Action
12.	Enter the line number into the Supplier Order Line field. Enter "3".

Supplier Portal Training Guide

Mexico City, Monterrey

Buyer: **KWB/UYER, Katherine**
 Order Date: **02-Oct-2013 12:48:35**
 Description: **IABY 16 - Creating a PO_21**
 Status: **Open**
 Note to Supplier: **SWMX LACGSS OU**
 Organization: **SWMX LACGSS OU**
 Supplier Order Number: **[Blank]**
 Attachments: [View](#)

Shipping Control

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 Supplier	Contractor Name	Status	Global Agreement
Show	2	Goods	FMKW Computer			High Speed Computer	EACH	10	1200	12000.00					Open	
Hide	3	Goods	FMKW Software			Expensed Item	EACH	10	450	4500.00					Open	


Shipments

Shipment	Ship-To Location	Quantity Ordered	Quantity Received	Amount Received	Amount Promised	Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments
1	SWMX LACGSS PLANTA VALLEJO	8	450		4500.00		31-Oct-2013 00:00:00					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

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Step	Action
13.	<p>Scroll to the right.</p> <p>Click the Horizontal scrollbar.</p> 

Address: PONIENTE 140
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AZCAPOTZALCO, 02300

specific lines.
 ent 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.

Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
	High Speed Computer	EACH	10	1200	12000.00					Open				
	Expensed Item	EACH	10	450	4500.00					Open				

Quantity	Amount Received	Amount Promised	Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
	4500.00			31-Oct-2013 00:00:00	3				Open				<div> <div></div> <div>Cancel Change</div> </div>


ion to those that have been submitted above, you can specify them here

[Cancel](#) [Cancel Entire Order](#) [View Change History](#) [Export](#) [Submit](#)

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Supplier Portal Training Guide

Step	Action
14.	Click the button for the Action field. 

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AZCAPOTZALCO, 02300

Specific lines.
ent 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.

Supplier	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
	High Speed Computer	EACH	10	1200	12000.00					Open				
	Expensed Item	EACH	10	450	4500.00					Open				

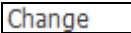
Quantity	Amount	Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
	4500.00				31-Oct-2013 00:00:00	3				Open			<div> <div></div> <div>Cancel</div> <div>Change</div> </div>

tion to those that have been submitted above, you can specify them here

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Step	Action
15.	Click the Change list item. 

Supplier Portal Training Guide

Address: PONIENTE 140
595
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AZCAPOTZALCO, 02300

Specific lines.
ent 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.

Supplier	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
	High Speed Computer	EACH	10	1200	12000.00					Open				
	Expensed Item	EACH	10	450	4500.00					Open				

Quantity	Amount	Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
		4500.00			31-Oct-2013 00:00:00	3				Open				Change

tion to those that have been submitted above, you can specify them here

Cancel Cancel Entire Order View Change History Export Submit

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Step	Action
16.	Click in the Reason field. <input type="text"/>

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AZCAPOTZALCO, 02300

Specific lines.
ent 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.

Supplier	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
	High Speed Computer	EACH	10	1200	12000.00					Open				
	Expensed Item	EACH	10	450	4500.00					Open				

Quantity	Amount	Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
		4500.00			31-Oct-2013 00:00:00	3				Open				Change

tion to those that have been submitted above, you can specify them here

Cancel Cancel Entire Order View Change History Export Submit

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Supplier Portal Training Guide

Step	Action
17.	Enter the reason into the Open field. Enter " inventory shortage ".

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AZCAPOTZALCO, 02300

Specific lines.
ent 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.

Supplier	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
	High Speed Computer	EACH	10	1200	12000.00					Open				
	Expensed Item	EACH	10	450	4500.00					Open				

Quantity	Amount	Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
	4500.00				31-Oct-2013 00:00:00	3				Open			Inventory shortage	Change


tion to those that have been submitted above, you can specify them here

Cancel Cancel Entire Order View Change History Export Submit

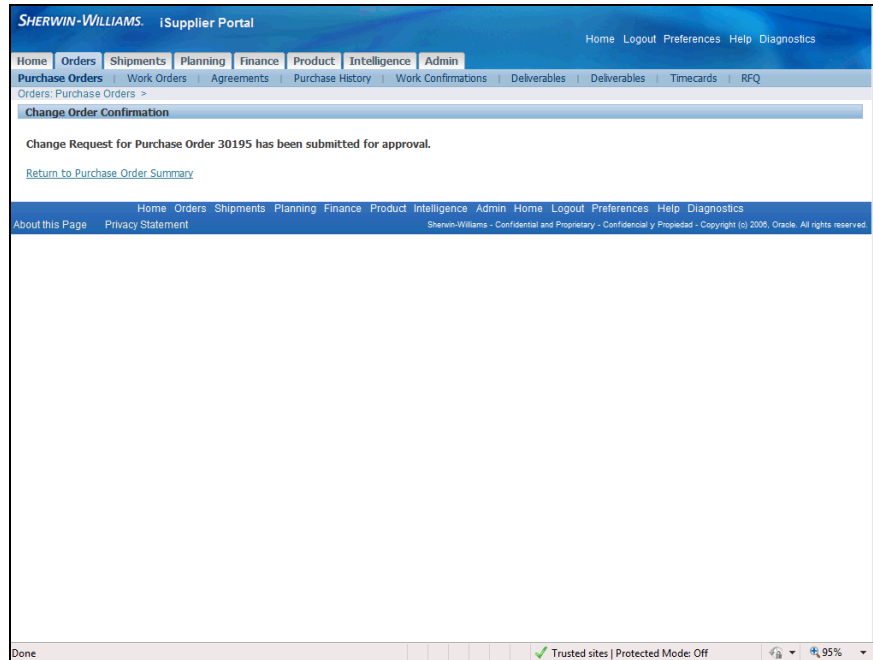
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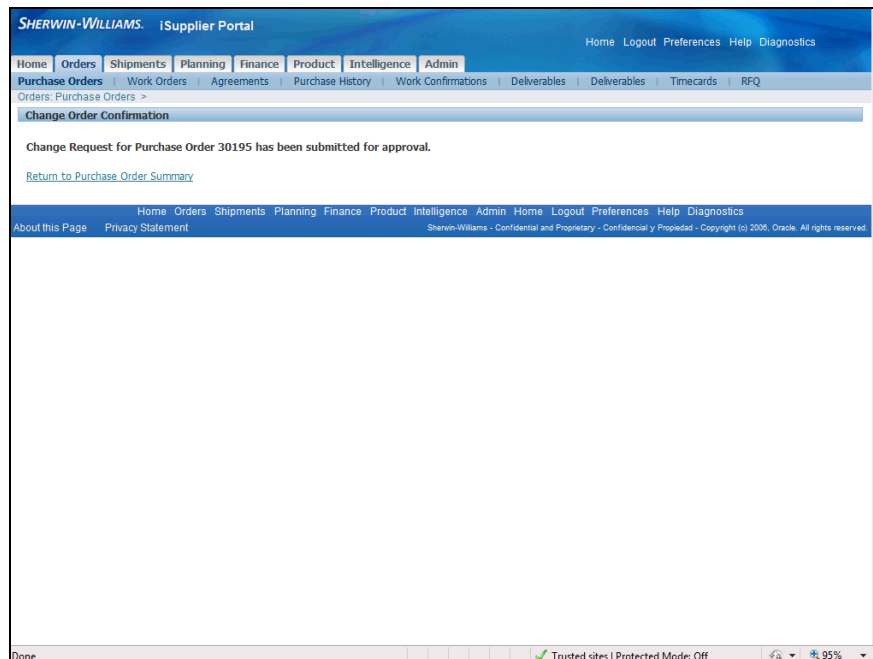
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Step	Action
18.	Click the Submit button. 

Supplier Portal Training Guide



Step	Action
19.	A Change Order Confirmation pages displays a message indicating your change has been submitted for approval.



Supplier Portal Training Guide

Step	Action
20.	<p>Return to the Purchase Order Summary to view the Status change.</p> <p>Click the Return to Purchase Order Summary link.</p> <p>Return to Purchase Order Summary</p>

The screenshot shows the SHERWIN-WILLIAMS Supplier Portal interface. The 'Purchase Orders' tab is selected. A table lists various purchase orders with columns for PO Number, Rev, Unit, Operating Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Acknowledge By, and Attachments. The status of PO 30195 is highlighted as 'Supplier Change Pending'.

PO Number	Rev	Unit	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
30195	0		SWMX LACGSS OU	Standard PO	IABY 16 - Creating a PO_21	02-Oct-2013 12:49:00	KWBUYER, Katherine	MXN	16500.00	Open		
30195	0		SWMX LACGSS OU	Standard PO	IABY 16 - Creating a PO_21	02-Oct-2013 12:48:35	KWBUYER, Katherine	MXN	16500.00	Supplier Change Pending		
30169	1		SWMX LACGSS OU	Standard PO	Computer Test	02-Oct-2013 10:10:30	KWBUYER, Katherine	MXN	2200.00	Open		
30171	1		SWMX LACGSS OU	Standard PO	Computer Test	02-Oct-2013 10:09:49	KWBUYER, Katherine	MXN	5000.00	Open		
30144	2		SWMX LACGSS OU	Standard PO	IABY 16 - Creating a PO_21	02-Oct-2013 10:09:10	KWBUYER, Katherine	MXN	17600.00	Open		
30174	1		SWMX LACGSS OU	Standard PO	Computer Purchase	24-Sep-2013 13:30:21	KWBUYER, Katherine	MXN	2600.00	Open		
30173	2		SWMX LACGSS OU	Standard PO	Computer Purchase	24-Sep-2013 09:14:27	KWBUYER, Katherine	MXN	3300.00	Open		
30170	1		SWMX LACGSS OU	Standard PO	Computer Test	18-Sep-2013 13:19:09	KWBUYER, Katherine	MXN	2200.00	Open		
30168	3		SWMX LACGSS OU	Standard PO	Computer Test	18-Sep-2013 12:57:28	KWBUYER, Katherine	MXN	2400.00	Accepted		
30165	0		SWMX LACGSS OU	Standard PO	Raw Materials	18-Sep-2013 10:02:44	KWBUYER, Katherine	MXN	3.00	Accepted	29-Sep-2013 23:00:00	
30161	1		SWMX LACGSS OU	Standard PO		18-Sep-2013 09:18:33	KWBUYER, Katherine	MXN	24.00	Open		
30164	2		SWMX LACGSS OU	Standard PO	supplies	17-Sep-2013 10:02:13	KWBUYER, Katherine	MXN	3.00	Buyer Change Pending		
30137	3		SWMX LACGSS OU	Standard PO	Revised PO	06-Sep-2013 09:18:34	KWBUYER, Katherine	MXN	12.00	Accepted	06-Sep-2013 23:00:00	
30160	0		SWMX LACGSS OU	Standard PO	IABY 16 - Creating a PO_21	03-Sep-2013 16:54:24	KWBUYER, Katherine	MXN	16510.00	Partially Acknowledged		
30159	0		SWMX LACGSS OU	Standard PO	IABY 16 - Creating a PO_21	03-Sep-2013 16:53:53	KWBUYER, Katherine	MXN	16510.00	Accepted		

Step	Action
21.	<p>Note the status of the Purchase Order. It has changed to Supplier Change Pending.</p>

Supplier Portal Training Guide

PO Number	Rev Unit	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
30196	0	SWMX LACSSS OU	Standard PO	IABY 16 - Creating a PO_21	02-Oct-2013 12:49:00	KWBUYER, Katherine	MXN	16500.00	Open		
30195	0	SWMX LACSSS OU	Standard PO	IABY 16 - Creating a PO_21	02-Oct-2013 12:48:35	KWBUYER, Katherine	MXN	16500.00	Supplier Change Pending		
30169	1	SWMX LACSSS OU	Standard PO	Computer Test	02-Oct-2013 10:10:30	KWBUYER, Katherine	MXN	2200.00	Open		
30171	1	SWMX LACSSS OU	Standard PO	Computer Test	02-Oct-2013 10:09:49	KWBUYER, Katherine	MXN	5000.00	Open		
30144	2	SWMX LACSSS OU	Standard PO	IABY 16 - Creating a PO_21	02-Oct-2013 10:09:10	KWBUYER, Katherine	MXN	17600.00	Open		
30174	1	SWMX LACSSS OU	Standard PO	Computer Purchase	24-Sep-2013 13:30:21	KWBUYER, Katherine	MXN	2600.00	Open		
30173	2	SWMX LACSSS OU	Standard PO	Computer Purchase	24-Sep-2013 09:14:27	KWBUYER, Katherine	MXN	3300.00	Open		
30170	1	SWMX LACSSS OU	Standard PO	Computer Test	18-Sep-2013 13:19:09	KWBUYER, Katherine	MXN	2200.00	Open		
30168	3	SWMX LACSSS OU	Standard PO	Computer Test	18-Sep-2013 12:57:28	KWBUYER, Katherine	MXN	2400.00	Accepted		
30165	0	SWMX LACSSS OU	Standard PO	Raw Materials	18-Sep-2013 10:02:44	KWBUYER, Katherine	MXN	3.00	Accepted	29-Sep-2013 23:00:00	
30161	1	SWMX LACSSS OU	Standard PO		18-Sep-2013 09:18:33	KWBUYER, Katherine	MXN	24.00	Open		
30164	2	SWMX LACSSS OU	Standard PO	supplies	17-Sep-2013 10:02:13	KWBUYER, Katherine	MXN	3.00	Buyer Change Pending		
30137	3	SWMX LACSSS OU	Standard PO	Revised PO	06-Sep-2013 09:18:34	KWBUYER, Katherine	MXN	12.00	Accepted	06-Sep-2013 23:00:00	
30160	0	SWMX LACSSS OU	Standard PO	IABY 16 - Creating a PO_21	03-Sep-2013 16:54:24	KWBUYER, Katherine	MXN	16510.00	Partially Acknowledged		
30159	0	SWMX LACSSS OU	Standard PO	IABY 16 - Creating a PO_21	03-Sep-2013 16:53:53	KWBUYER, Katherine	MXN	16510.00	Accepted		

Step	Action
22.	This task showed you how to submit a Purchase Order Change Request . End of Procedure.

View Consigned Inventory

Purpose: To show you how to view consigned inventory

Pre-Requisites: Supplier pre-registered with iSupplier that has consigned inventory

Navigation: iSupplier Portal Home > Product > Consigned > Simple Search

Oracle Procurement supports maintaining consigned inventory for an item. Buying companies can enable items to have consigned inventory. This enables you to maintain the stock at the buying company location. Buying companies do not incur financial liabilities until they start consuming the stock. Oracle iSupplier Portal enables you to view on-hand stock for consigned items and also associated procure-to-pay transactions.

Procedure

This task shows you how to view the consigned inventory.

This function is only available in the full access view.

Supplier Portal Training Guide

SHERWIN-WILLIAMS iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Search PO Number Go

Notifications Full List

Subject Date

No results found.

Notifications

Orders At A Glance Full List

PO Number	Description	Order Date
30194	Computer test	02-Oct-2013 14:22:16
30193	Computer test	02-Oct-2013 09:00:34
30192	Computer test	27-Sep-2013 12:02:34
30191	Computer test	27-Sep-2013 10:42:19
30189	Computer Purchase Test	27-Sep-2013 08:54:09

Shipments At A Glance Full List

Shipment Number	Packing Slip	Shipment Date
No results found.		

Planning

- Forecast Schedules
- VMI

Orders

- Agreements
- Purchase Orders
- Purchase History

Shipments

- Delivery Schedules
- Overdue Receipts
- Advance Shipment Notices

Receipts

- Receipts
- Returns
- On-Time Performance

Invoices

- Invoices

Payments

- Payments


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

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Step	Action
1.	Click the Product tab. 

SHERWIN-WILLIAMS iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Supplier Items Maintain Capacity Consigned Inventory

Simple Search

Note that the search is case insensitive

Supplier Item Item

Item Description

Go Clear

Advanced Search

Organization	Supplier Item	Item Description	UOM	Buyer Orders	Overdue	Receipt History	Defects	Returns	On-Time Performance	Inventory VMI	Consigned Inventory
No search conducted.											

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

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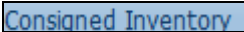
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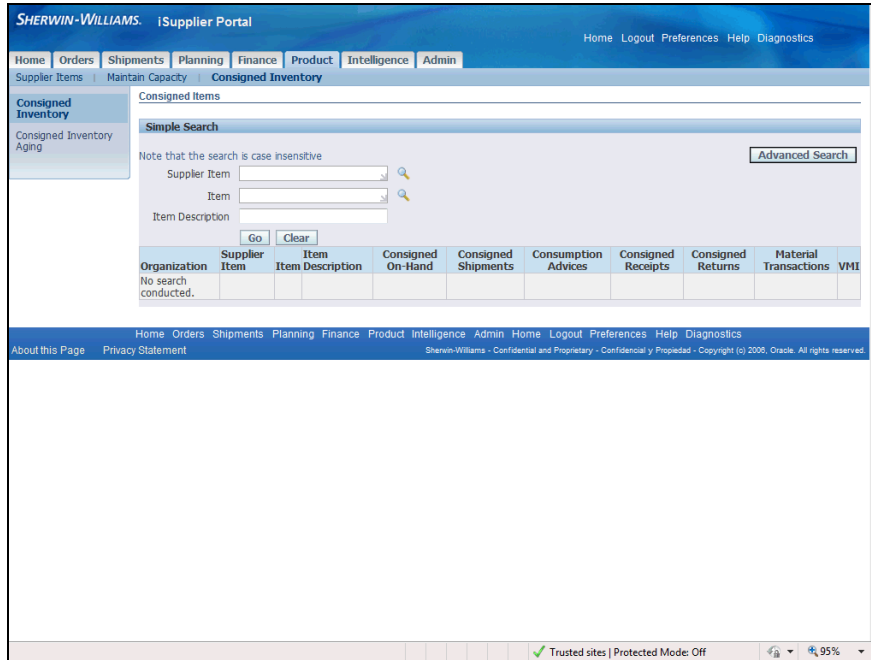
Done


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Supplier Portal Training Guide

Step	Action
2.	Click the Consigned Inventory link. 



Step	Action
3.	Use the Simple Search to view the Consigned Inventory by Item . Click in the Item field. 


Supplier Portal Training Guide

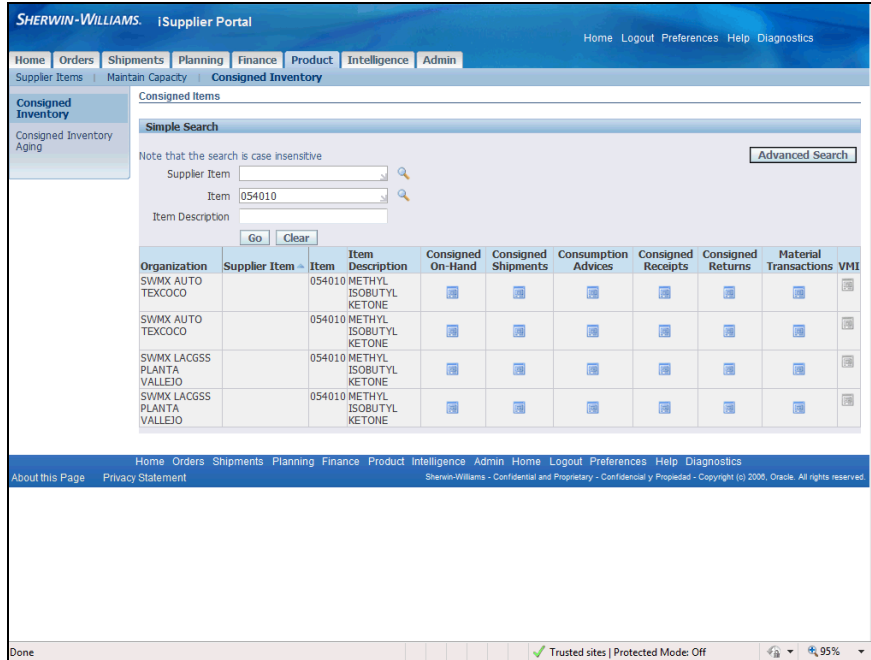
The screenshot shows the Sherwin-Williams iSupplier Portal interface. The top navigation bar includes links for Home, Orders, Shipments, Planning, Finance, Product, Intelligence, and Admin. Below this, there are tabs for Supplier Items, Maintain Capacity, and Consigned Inventory. The left sidebar contains links for Consigned Inventory, Consigned Inventory Aging, and Aging. The main content area is titled 'Consigned Items' and features a 'Simple Search' section. A note states 'Note that the search is case insensitive'. There are three search input fields: 'Supplier Item', 'Item', and 'Item Description'. Below these fields are 'Go' and 'Clear' buttons. To the right of the search fields is an 'Advanced Search' button. Below the search section is a table with the following columns: Organization, Supplier Item, Item Description, Consigned On-Hand, Consigned Shipments, Consumption Advices, Consigned Receipts, Consigned Returns, Material Transactions, and VMI. The 'Organization' column contains the text 'No search conducted.'. The bottom of the page features a footer with links for 'About this Page' and 'Privacy Statement', and a copyright notice for Sherwin-Williams.

Step	Action
4.	Enter the item number into the Item field. Enter " 054010 ".

This screenshot shows the same Sherwin-Williams iSupplier Portal interface as the previous one, but with the search fields updated. The 'Item' field now contains the value '054010'. The 'Item Description' field displays 'Loading...'. The 'Go' and 'Clear' buttons remain visible below the search fields. The table below the search section is still empty, with 'No search conducted.' in the 'Organization' column. The footer and navigation elements are identical to the previous screenshot.

Supplier Portal Training Guide

Step	Action
5.	Click the Go button. 



The screenshot shows the Sherwin-Williams Supplier Portal interface. The top navigation bar includes links for Home, Orders, Shipments, Planning, Finance, Product, Intelligence, and Admin. Below this, there are tabs for Supplier Items, Maintain Capacity, and Consigned Inventory. The left sidebar shows 'Consigned Inventory' and 'Consigned Inventory Aging'. The main content area is titled 'Consigned Items' and features a 'Simple Search' section. A note states 'Note that the search is case insensitive'. The search fields are filled with 'Supplier Item' (empty), 'Item' (054010), and 'Item Description' (empty). The 'Go' button is highlighted. Below the search fields, a table displays search results. The table has columns: Organization, Supplier Item, Item, Item Description, Consigned On-Hand, Consigned Shipments, Consumption Advices, Consigned Receipts, Consigned Returns, Material Transactions, and VMI. The results show four entries for item 054010, each associated with a different organization (SWMX AUTO TEXOCO and SWMX LACGSS PLANTA VALLEJO) and a description (METHYL ISOBUTYL KETONE). The bottom of the page includes a footer with 'About this Page', 'Privacy Statement', and copyright information.

Organization	Supplier Item	Item	Item Description	Consigned On-Hand	Consigned Shipments	Consumption Advices	Consigned Receipts	Consigned Returns	Material Transactions	VMI
SWMX AUTO TEXOCO		054010	METHYL ISOBUTYL KETONE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SWMX AUTO TEXOCO		054010	METHYL ISOBUTYL KETONE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SWMX LACGSS PLANTA VALLEJO		054010	METHYL ISOBUTYL KETONE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SWMX LACGSS PLANTA VALLEJO		054010	METHYL ISOBUTYL KETONE	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Step	Action
6.	The Simple Search results in a list of Organizations containing the consigned item. There are several views available that contain additional information.

Supplier Portal Training Guide

SHERWIN-WILLIAMS. iSupplier Portal Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Supplier Items Maintain Capacity Consigned Inventory

Consigned Inventory

Consigned Inventory Aging

Consigned Items

Simple Search

Note that the search is case insensitive

Supplier Item

Item 054010

Item Description

Go Clear

Advanced Search

Organization	Supplier Item	Item	Item Description	Consigned On-Hand	Consigned Shipments	Consumption Advices	Consigned Receipts	Consigned Returns	Material Transactions	VMI
SWMX AUTO TEXCOCO		054010	METHYL ISOBUTYL KETONE							
SWMX AUTO TEXCOCO		054010	METHYL ISOBUTYL KETONE							
SWMX LACGSS PLANTA VALLEJO		054010	METHYL ISOBUTYL KETONE							
SWMX LACGSS PLANTA VALLEJO		054010	METHYL ISOBUTYL KETONE							

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

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Done

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Step	Action
7.	Click the Consigned On-Hand button. 

SHERWIN-WILLIAMS. iSupplier Portal Home Logout Preferences Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Supplier Items Maintain Capacity Consigned Inventory

Consigned Inventory

Consigned Inventory Aging

Product: Consigned Inventory: Consigned Inventory >

On-Hand Items

Export

Organization	Item	Item Description	UOM	Quantity	Revision	Subinventory	Inventory Aging
SWMX LACGSS PLANTA VALLEJO	054010	METHYL ISOBUTYL KETONE	KG	15048,48			

Return to Product: Consigned Inventory: Consigned Inventory

Export

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

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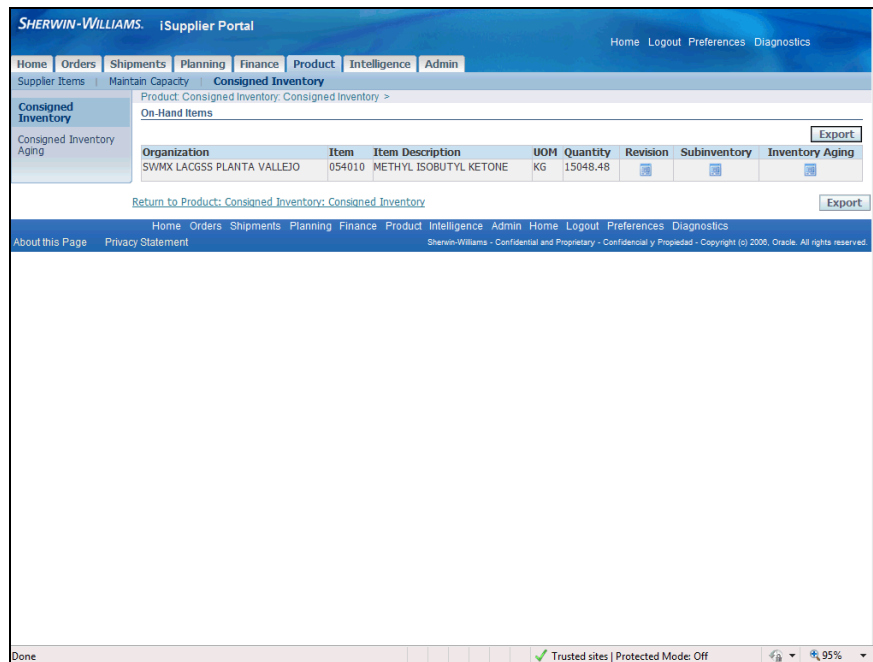
Done

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Supplier Portal Training Guide

Step	Action
8.	<p>The On-Hand Items quantity displays for the selected Organization.</p> <p>Revision, Subinventory, and Inventory Aging are available to view by clicking the appropriate links.</p>



Step	Action
9.	Click the Return to Product: Consigned Inventory: Consigned Inventory link.

Supplier Portal Training Guide

SHERWIN-WILLIAMS. iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Supplier Items Maintain Capacity Consigned Inventory

Consigned Inventory

Consigned Inventory Aging

Consigned Items

Simple Search

Note that the search is case insensitive

Supplier Item

Item

Item Description

Organization	Supplier Item	Item	Item Description	Consigned On-Hand	Consigned Shipments	Consumption Advices	Consigned Receipts	Consigned Returns	Material Transactions	VMI
No search conducted.										

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

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Step	Action
10.	Click the Go button.

SHERWIN-WILLIAMS. iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Supplier Items Maintain Capacity Consigned Inventory

Consigned Inventory

Consigned Inventory Aging

Consigned Items

Simple Search

Note that the search is case insensitive

Supplier Item

Item

Item Description

Organization	Supplier Item	Item	Item Description	Consigned On-Hand	Consigned Shipments	Consumption Advices	Consigned Receipts	Consigned Returns	Material Transactions	VMI
SWMX AUTO TEXOCO		054010	METHYL ISOBUTYL KETONE							
SWMX AUTO TEXOCO		054010	METHYL ISOBUTYL KETONE							
SWMX LACGSS PLANTA VALLEJO		054010	METHYL ISOBUTYL KETONE							
SWMX LACGSS PLANTA VALLEJO		054010	METHYL ISOBUTYL KETONE							

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

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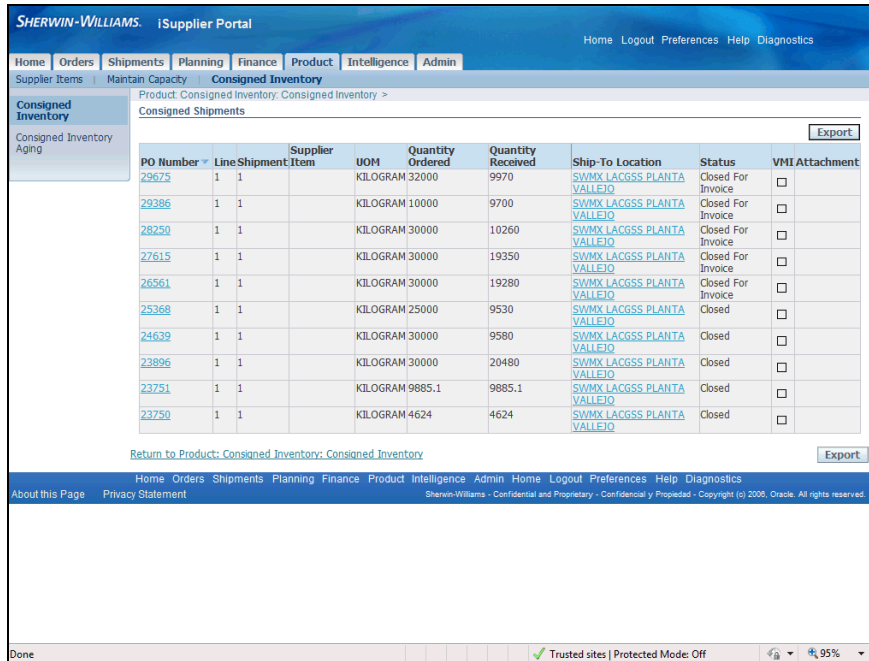
Done

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Supplier Portal Training Guide

Step	Action
11.	Click the Consigned Shipments button. 



The screenshot displays the Sherwin-Williams iSupplier Portal interface. The top navigation bar includes links for Home, Orders, Shipments, Planning, Finance, Product, Intelligence, and Admin. The left sidebar shows the 'Consigned Inventory' section. The main content area is titled 'Product: Consigned Inventory: Consigned Inventory >' and features a 'Consigned Shipments' table. The table has columns for PO Number, Line, Shipment, Supplier Item, UOM, Quantity Ordered, Quantity Received, Ship-To Location, Status, and VMI Attachment. The table lists 12 rows of shipment data, all with a status of 'Closed' or 'Closed For Invoice'. An 'Export' button is located at the top right of the table. Below the table, there is a 'Return to Product: Consigned Inventory: Consigned Inventory' link and another 'Export' button. The bottom of the page shows a footer with 'About this Page', 'Privacy Statement', and 'Sherwin-Williams - Confidential and Proprietary - Confidential y Propiedad - Copyright (c) 2008, Oracle. All rights reserved.'

PO Number	Line	Shipment	Supplier Item	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Status	VMI Attachment
29675	1	1		KILOGRAM	32000	9970	SWMX LACGSS PLANTA VALLEJO	Closed For Invoice	<input type="checkbox"/>
29386	1	1		KILOGRAM	10000	9700	SWMX LACGSS PLANTA VALLEJO	Closed For Invoice	<input type="checkbox"/>
28250	1	1		KILOGRAM	30000	10260	SWMX LACGSS PLANTA VALLEJO	Closed For Invoice	<input type="checkbox"/>
27615	1	1		KILOGRAM	30000	19350	SWMX LACGSS PLANTA VALLEJO	Closed For Invoice	<input type="checkbox"/>
26561	1	1		KILOGRAM	30000	19280	SWMX LACGSS PLANTA VALLEJO	Closed For Invoice	<input type="checkbox"/>
25368	1	1		KILOGRAM	25000	9530	SWMX LACGSS PLANTA VALLEJO	Closed	<input type="checkbox"/>
24639	1	1		KILOGRAM	30000	9580	SWMX LACGSS PLANTA VALLEJO	Closed	<input type="checkbox"/>
23896	1	1		KILOGRAM	30000	20480	SWMX LACGSS PLANTA VALLEJO	Closed	<input type="checkbox"/>
23751	1	1		KILOGRAM	9885.1	9885.1	SWMX LACGSS PLANTA VALLEJO	Closed	<input type="checkbox"/>
23750	1	1		KILOGRAM	4624	4624	SWMX LACGSS PLANTA VALLEJO	Closed	<input type="checkbox"/>

Step	Action
12.	<p>Consigned Shipments of the item for the selected Organization display.</p> <p>Purchase Order information and Ship-To Location are available to view by clicking the appropriate links.</p>

Supplier Portal Training Guide

SHERWIN-WILLIAMS. iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Supplier Items Maintain Capacity **Consigned Inventory**

Product: Consigned Inventory: Consigned Inventory >

Consigned Shipments

Export

PO Number	Line	Shipment	Item	Supplier	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Status	VMI Attachment
29675	1	1			KILOGRAM	32000	9970	SWMX LACGSS PLANTA VALLEJO	Closed For Invoice	<input type="checkbox"/>
29386	1	1			KILOGRAM	10000	9700	SWMX LACGSS PLANTA VALLEJO	Closed For Invoice	<input type="checkbox"/>
28250	1	1			KILOGRAM	30000	10260	SWMX LACGSS PLANTA VALLEJO	Closed For Invoice	<input type="checkbox"/>
27615	1	1			KILOGRAM	30000	19350	SWMX LACGSS PLANTA VALLEJO	Closed For Invoice	<input type="checkbox"/>
26561	1	1			KILOGRAM	30000	19280	SWMX LACGSS PLANTA VALLEJO	Closed For Invoice	<input type="checkbox"/>
25368	1	1			KILOGRAM	25000	9530	SWMX LACGSS PLANTA VALLEJO	Closed	<input type="checkbox"/>
24639	1	1			KILOGRAM	30000	9580	SWMX LACGSS PLANTA VALLEJO	Closed	<input type="checkbox"/>
23896	1	1			KILOGRAM	30000	20480	SWMX LACGSS PLANTA VALLEJO	Closed	<input type="checkbox"/>
23751	1	1			KILOGRAM	9885.1	9885.1	SWMX LACGSS PLANTA VALLEJO	Closed	<input type="checkbox"/>
23750	1	1			KILOGRAM	4624	4624	SWMX LACGSS PLANTA VALLEJO	Closed	<input type="checkbox"/>

Return to Product: Consigned Inventory: Consigned Inventory

Export

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

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Done

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Step	Action
13.	Click the Product: Consigned Inventory: Consigned Inventory link. Product: Consigned Inventory: Consigned Inventory

SHERWIN-WILLIAMS. iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Supplier Items Maintain Capacity **Consigned Inventory**

Consigned Items

Simple Search

Note that the search is case insensitive

Supplier Item

Item

Item Description

Go Clear

Advanced Search

Organization	Supplier Item	Item Description	Consigned On-Hand	Consigned Shipments	Consumption Advances	Consigned Receipts	Consigned Returns	Material Transactions	VMI
No search conducted.									

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

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
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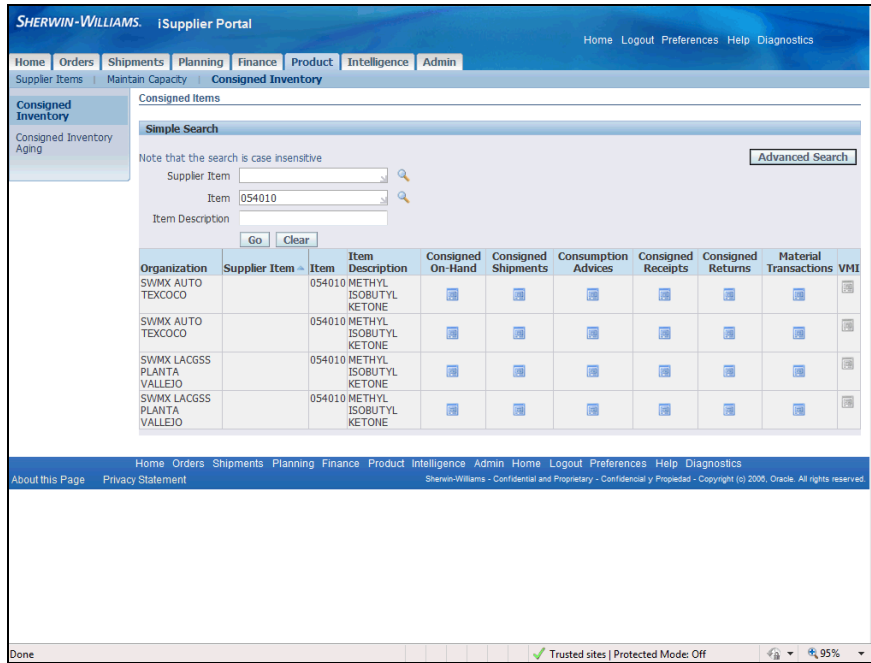
Done

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Supplier Portal Training Guide

Step	Action
14.	Click the Go button. 



The screenshot shows the Sherwin-Williams iSupplier Portal interface. The top navigation bar includes links for Home, Orders, Shipments, Planning, Finance, Product, Intelligence, and Admin. The left sidebar shows 'Consigned Inventory' and 'Consigned Inventory Aging'. The main content area displays a search results table for 'Consigned Items'.

Simple Search

Note that the search is case insensitive

Supplier Item: Item: 054010 Item Description:

Go Clear

Advanced Search

Organization	Supplier Item	Item	Item Description	Consigned On-Hand	Consigned Shipments	Consumption Advices	Consigned Receipts	Consigned Returns	Material Transactions	VMI
SWMX AUTO TEXOCO		054010	METHYL ISOBUTYL KETONE							
SWMX AUTO TEXOCO		054010	METHYL ISOBUTYL KETONE							
SWMX LACGSS PLANTA VALLEJO		054010	METHYL ISOBUTYL KETONE							
SWMX LACGSS PLANTA VALLEJO		054010	METHYL ISOBUTYL KETONE							

Done Trusted sites | Protected Mode: Off 95%

Step	Action
15.	Click the Consumption Advices button. 

Supplier Portal Training Guide

The screenshot displays the Sherwin-Williams Supplier Portal interface. The top navigation bar includes links for Home, Orders, Shipments, Planning, Finance, Product, Intelligence, and Admin. The main content area is titled 'Consignment Inventory' and shows a table of 'Consumption Advices'. The table has columns for PO Number, Rev Type, Document, Description, Order Date, Buyer, Currency Amount, Status, Attachment, and Consumption. The data rows show various blanket releases with PO numbers ranging from 23540-1 to 23540-8, all with a status of 'Closed'.


PO Number	Rev Type	Document	Description	Order Date	Buyer	Currency Amount	Status	Attachment	Consumption
23540-8	0	Blanket Release	CODIGO NUEVO 01/02/13	23-Jul-2013 08:22:29	FABIOLA FERNANDEZ MEDINA	USD 30856.41	Closed		
23540-7	0	Blanket Release	CODIGO NUEVO 01/02/13	25-Jun-2013 11:37:43	FABIOLA FERNANDEZ MEDINA	USD 46802.62	Closed		
23540-6	0	Blanket Release	CODIGO NUEVO 01/02/13	29-May-2013 16:05:21	FABIOLA FERNANDEZ MEDINA	USD 37308.06	Closed		
23540-5	0	Blanket Release	CODIGO NUEVO 01/02/13	23-Apr-2013 13:17:41	FABIOLA FERNANDEZ MEDINA	USD 42470.80	Closed		
23540-4	0	Blanket Release	CODIGO NUEVO 01/02/13	20-Mar-2013 15:13:24	FABIOLA FERNANDEZ MEDINA	USD 11285.52	Closed		
23540-3	0	Blanket Release	CODIGO NUEVO 01/02/13	19-Mar-2013 13:19:44	FABIOLA FERNANDEZ MEDINA	USD 20889.54	Closed		
23540-2	0	Blanket Release	CODIGO NUEVO 01/02/13	24-Feb-2013 11:37:31	FABIOLA FERNANDEZ MEDINA	USD 5043.32	Closed		
23540-1	0	Blanket Release	CODIGO NUEVO 01/02/13	19-Feb-2013 11:33:41	FABIOLA FERNANDEZ MEDINA	USD 22080.78	Closed		

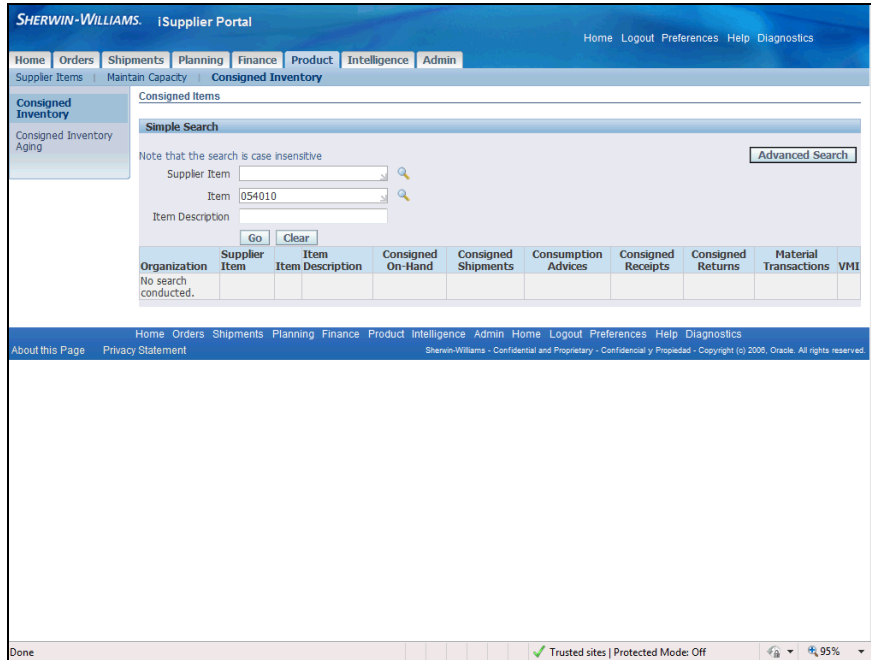
Step	Action
16.	<p>Consumption Advices for the selected Organization displays.</p> <p>Purchase Order information and Buyer information can be viewed by clicking the appropriate links.</p>


This is a duplicate of the screenshot above, showing the same Sherwin-Williams Supplier Portal interface with the 'Consumption Advices' table. The table lists eight blanket release orders, all with a status of 'Closed'.

PO Number	Rev Type	Document	Description	Order Date	Buyer	Currency Amount	Status	Attachment	Consumption
23540-8	0	Blanket Release	CODIGO NUEVO 01/02/13	23-Jul-2013 08:22:29	FABIOLA FERNANDEZ MEDINA	USD 30856.41	Closed		
23540-7	0	Blanket Release	CODIGO NUEVO 01/02/13	25-Jun-2013 11:37:43	FABIOLA FERNANDEZ MEDINA	USD 46802.62	Closed		
23540-6	0	Blanket Release	CODIGO NUEVO 01/02/13	29-May-2013 16:05:21	FABIOLA FERNANDEZ MEDINA	USD 37308.06	Closed		
23540-5	0	Blanket Release	CODIGO NUEVO 01/02/13	23-Apr-2013 13:17:41	FABIOLA FERNANDEZ MEDINA	USD 42470.80	Closed		
23540-4	0	Blanket Release	CODIGO NUEVO 01/02/13	20-Mar-2013 15:13:24	FABIOLA FERNANDEZ MEDINA	USD 11285.52	Closed		
23540-3	0	Blanket Release	CODIGO NUEVO 01/02/13	19-Mar-2013 13:19:44	FABIOLA FERNANDEZ MEDINA	USD 20889.54	Closed		
23540-2	0	Blanket Release	CODIGO NUEVO 01/02/13	24-Feb-2013 11:37:31	FABIOLA FERNANDEZ MEDINA	USD 5043.32	Closed		
23540-1	0	Blanket Release	CODIGO NUEVO 01/02/13	19-Feb-2013 11:33:41	FABIOLA FERNANDEZ MEDINA	USD 22080.78	Closed		

Supplier Portal Training Guide

Step	Action
17.	Click the Product: Consigned Inventory: Consigned Inventory link. 



Step	Action
18.	Click the Go button. 

Supplier Portal Training Guide

SHERWIN-WILLIAMS. iSupplier Portal Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Supplier Items Maintain Capacity Consigned Inventory

Consigned Inventory

Consigned Inventory Aging

Simple Search

Note that the search is case insensitive

Supplier Item

Item

Item Description

Go Clear

Advanced Search

Organization	Supplier Item	Item	Item Description	Consigned On-Hand	Consigned Shipments	Consumption Advances	Consigned Receipts	Consigned Returns	Material Transactions	VMI
SWMX AUTO TEXCOCO		054010	METHYL ISOBUTYL KETONE							
SWMX AUTO TEXCOCO		054010	METHYL ISOBUTYL KETONE							
SWMX LACGSS PLANTA VALLEJO		054010	METHYL ISOBUTYL KETONE							
SWMX LACGSS PLANTA VALLEJO		054010	METHYL ISOBUTYL KETONE							


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

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Done

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Step	Action
19.	Click the Consigned Receipts button. 

SHERWIN-WILLIAMS. iSupplier Portal Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Delivery Schedules Shipment Notices Shipment Schedules Receipts Returns Overdue Receipts On-Time Performance

Product: Consigned Inventory: Consigned Inventory >

Export

Receipt Transactions									
Organization	Receipt Number	Receipt Date	PO Number	Item	Supplier Item	Item Description	UOM	Quantity Received	Receipt Location
SWMX LACGSS OU	23174	15-Aug-2013 18:36:31	29675	054010		METHYL ISOBUTYL KETONE	KILOGRAM	9970	SWMX LACGSS PLANTA VALLEJO
SWMX LACGSS OU	22819	02-Aug-2013 12:44:45	29386	054010		METHYL ISOBUTYL KETONE	KILOGRAM	9700	SWMX LACGSS PLANTA VALLEJO
SWMX PQPSS OU	17917	26-Jul-2013 14:55:41	15179	054010		METHYL ISOBUTYL KETONE	KILOGRAM	10300	SWMX AUTO TEXCOCO
SWMX LACGSS OU	22255	11-Jul-2013 12:45:29	28250	054010		METHYL ISOBUTYL KETONE	KILOGRAM	10260	SWMX LACGSS PLANTA VALLEJO
SWMX PQPSS OU	17489	09-Jul-2013 10:04:29	14911	054010		METHYL ISOBUTYL KETONE	KILOGRAM	9360	SWMX AUTO TEXCOCO
SWMX LACGSS OU	21753	21-Jun-2013 09:57:50	27615	054010		METHYL ISOBUTYL KETONE	KILOGRAM	10040	SWMX LACGSS PLANTA VALLEJO
SWMX PQPSS OU	17176	20-Jun-2013 12:31:32	14591	054010		METHYL ISOBUTYL KETONE	KILOGRAM	9620	SWMX AUTO TEXCOCO
SWMX LACGSS OU	21640	18-Jun-2013 09:54:46	27615	054010		METHYL ISOBUTYL KETONE	KILOGRAM	9310	SWMX LACGSS PLANTA VALLEJO
SWMX PQPSS OU	16819	04-Jun-2013 15:31:41	14233	054010		METHYL ISOBUTYL KETONE	KILOGRAM	9570	
SWMX PQPSS OU	16818	04-Jun-2013 15:30:19	14233	054010		METHYL ISOBUTYL KETONE	KILOGRAM	4780.8	
SWMX LACGSS OU	21254	31-May-2013 14:42:49	26561	054010		METHYL ISOBUTYL KETONE	KILOGRAM	9890	SWMX LACGSS PLANTA VALLEJO
SWMX LACGSS OU	21253	31-May-2013 14:35:07	26561	054010		METHYL ISOBUTYL KETONE	KILOGRAM	0	SWMX LACGSS PLANTA VALLEJO
SWMX LACGSS OU	20829	15-May-2013 10:01:54	26561	054010		METHYL ISOBUTYL KETONE	KILOGRAM	9390	SWMX LACGSS PLANTA VALLEJO
SWMX LACGSS OU	20233	17-Apr-2013 13:33:57	25368	054010		METHYL ISOBUTYL KETONE	KILOGRAM	9530	SWMX LACGSS PLANTA VALLEJO
SWMX LACGSS OU	19870	04-Apr-2013 10:48:58	24639	054010		METHYL ISOBUTYL KETONE	KILOGRAM	9580	SWMX LACGSS PLANTA VALLEJO
SWMX LACGSS OU	19173	27-Feb-2013 16:14:18	23896	054010		METHYL ISOBUTYL KETONE	KILOGRAM	10200	SWMX LACGSS PLANTA VALLEJO
SWMX LACGSS OU	18711	13-Feb-2013 16:24:50	23896	054010		METHYL ISOBUTYL KETONE	KILOGRAM	10280	SWMX LACGSS PLANTA VALLEJO
SWMX LACGSS OU	18635	12-Feb-2013 10:49:22	23751	054010		METHYL ISOBUTYL KETONE	KILOGRAM	9885.1	SWMX LACGSS PLANTA VALLEJO

Done

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Supplier Portal Training Guide

Step	Action
20.	Consigned Receipts display for the Organization . Receipt Number and PO Number links are available to view other information.

SHERWIN-WILLIAMS iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Delivery Schedules Shipment Notices Shipment Schedules Receipts Returns Overdue Receipts On-Time Performance

Product: Consigned Inventory: Consigned Inventory >

Export

Organization	Receipt Number	Receipt Date	PO Number	Item	Supplier Item	Item Description	UOM	Quantity Received	Receipt Location
SWMX LACGSS OU	23174	15-Aug-2013 18:36:31	29675	054010		METHYL ISOBUTYL KETONE	KILOGRAM	9970	SWMX LACGSS PLANTA VALLEJO
SWMX LACGSS OU	22819	02-Aug-2013 12:44:45	29386	054010		METHYL ISOBUTYL KETONE	KILOGRAM	9700	SWMX LACGSS PLANTA VALLEJO
SWMX PQPSS OU	17917	26-Jul-2013 14:55:41	15179	054010		METHYL ISOBUTYL KETONE	KILOGRAM	10300	SWMX AUTO TEXCOCO
SWMX LACGSS OU	22255	11-Jul-2013 12:45:29	28250	054010		METHYL ISOBUTYL KETONE	KILOGRAM	10260	SWMX LACGSS PLANTA VALLEJO
SWMX PQPSS OU	17489	09-Jul-2013 10:04:29	14911	054010		METHYL ISOBUTYL KETONE	KILOGRAM	9360	SWMX AUTO TEXCOCO
SWMX LACGSS OU	21753	21-Jun-2013 09:57:50	27615	054010		METHYL ISOBUTYL KETONE	KILOGRAM	10040	SWMX LACGSS PLANTA VALLEJO
SWMX PQPSS OU	17176	20-Jun-2013 12:31:32	14591	054010		METHYL ISOBUTYL KETONE	KILOGRAM	9620	SWMX AUTO TEXCOCO
SWMX LACGSS OU	21640	18-Jun-2013 09:54:46	27615	054010		METHYL ISOBUTYL KETONE	KILOGRAM	9310	SWMX LACGSS PLANTA VALLEJO
SWMX PQPSS OU	16819	04-Jun-2013 15:31:41	14233	054010		METHYL ISOBUTYL KETONE	KILOGRAM	9570	
SWMX PQPSS OU	16818	04-Jun-2013 15:30:19	14233	054010		METHYL ISOBUTYL KETONE	KILOGRAM	4780.8	
SWMX LACGSS OU	21254	31-May-2013 14:42:49	26561	054010		METHYL ISOBUTYL KETONE	KILOGRAM	9890	SWMX LACGSS PLANTA VALLEJO
SWMX LACGSS OU	21253	31-May-2013 14:35:07	26561	054010		METHYL ISOBUTYL KETONE	KILOGRAM	0	SWMX LACGSS PLANTA VALLEJO
SWMX LACGSS OU	20829	15-May-2013 10:01:54	26561	054010		METHYL ISOBUTYL KETONE	KILOGRAM	9390	SWMX LACGSS PLANTA VALLEJO
SWMX LACGSS OU	20233	17-Apr-2013 13:33:57	25368	054010		METHYL ISOBUTYL KETONE	KILOGRAM	9530	SWMX LACGSS PLANTA VALLEJO
SWMX LACGSS OU	19870	04-Apr-2013 10:48:58	24639	054010		METHYL ISOBUTYL KETONE	KILOGRAM	9580	SWMX LACGSS PLANTA VALLEJO
SWMX LACGSS OU	19173	27-Feb-2013 16:14:18	23896	054010		METHYL ISOBUTYL KETONE	KILOGRAM	10200	SWMX LACGSS PLANTA VALLEJO
SWMX LACGSS OU	18711	13-Feb-2013 16:24:50	23896	054010		METHYL ISOBUTYL KETONE	KILOGRAM	10280	SWMX LACGSS PLANTA VALLEJO
SWMX LACGSS OU	18635	12-Feb-2013 10:49:22	23751	054010		METHYL ISOBUTYL KETONE	KILOGRAM	9885.1	SWMX LACGSS PLANTA VALLEJO

Done

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Step	Action
21.	Click the Product: Consigned Inventory: Consigned Inventory link. Product: Consigned Inventory: Consigned Inventory

Supplier Portal Training Guide

SHERWIN-WILLIAMS. iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Supplier Items Maintain Capacity Consigned Inventory

Consigned Inventory

Consigned Inventory Aging

Consigned Items

Simple Search

Note that the search is case insensitive

Supplier Item

Item

Item Description

Organization	Supplier Item	Item	Item Description	Consigned On-Hand	Consigned Shipments	Consumption Advices	Consigned Receipts	Consigned Returns	Material Transactions	VMI
No search conducted.										

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

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Done

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Step	Action
22.	Click the Go button.

SHERWIN-WILLIAMS. iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Supplier Items Maintain Capacity Consigned Inventory

Consigned Inventory

Consigned Inventory Aging

Consigned Items

Simple Search

Note that the search is case insensitive

Supplier Item

Item

Item Description

Organization	Supplier Item	Item	Item Description	Consigned On-Hand	Consigned Shipments	Consumption Advices	Consigned Receipts	Consigned Returns	Material Transactions	VMI
SWMX AUTO TEXOCO		054010	METHYL ISOBUTYL KETONE							
SWMX AUTO TEXOCO		054010	METHYL ISOBUTYL KETONE							
SWMX LACGSS PLANTA VALLEJO		054010	METHYL ISOBUTYL KETONE							
SWMX LACGSS PLANTA VALLEJO		054010	METHYL ISOBUTYL KETONE							

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

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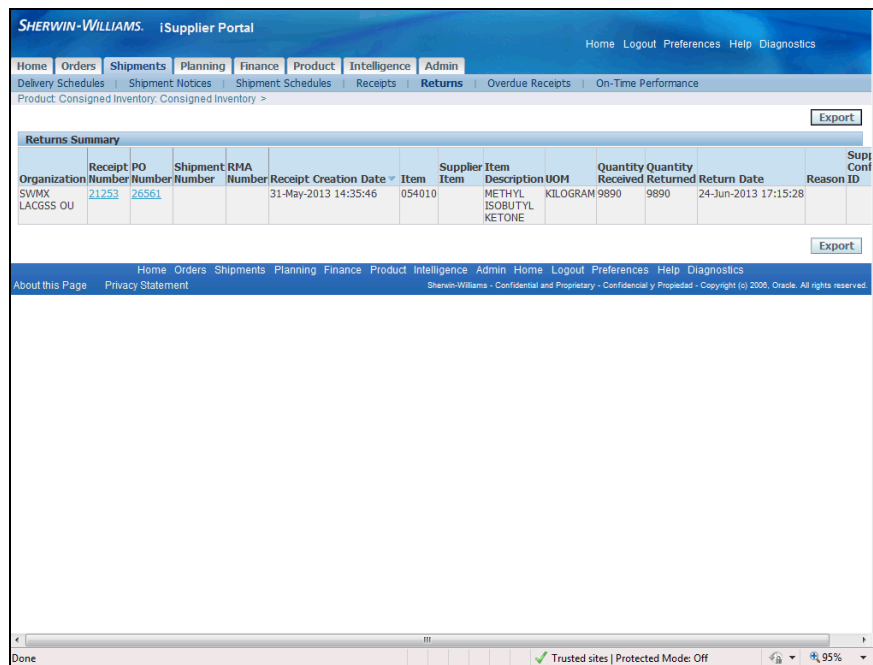
Done

Trusted sites | Protected Mode: Off

95%

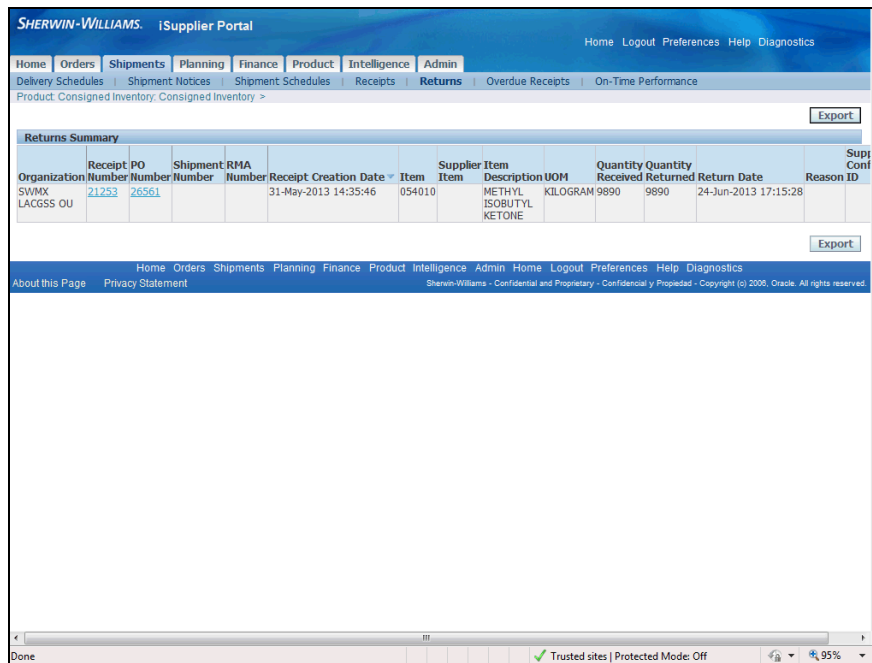
Supplier Portal Training Guide

Step	Action
23.	Click the Consigned Returns button. 

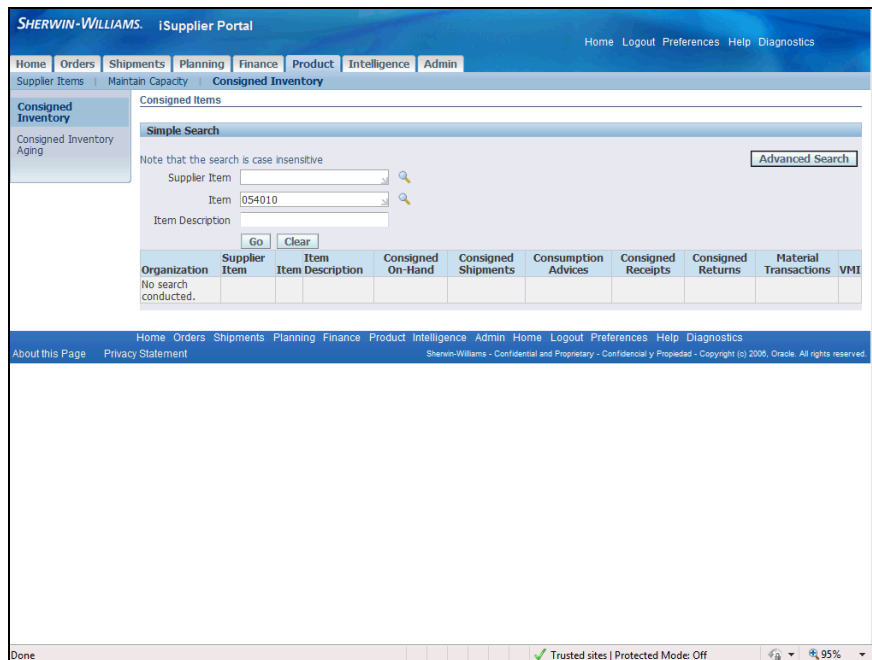


Step	Action
24.	The Returns Summary displays for the selected Organization . You can view Receipts by Receipt Number , and Purchase Orders by PO Number by clicking the appropriate links.


Supplier Portal Training Guide

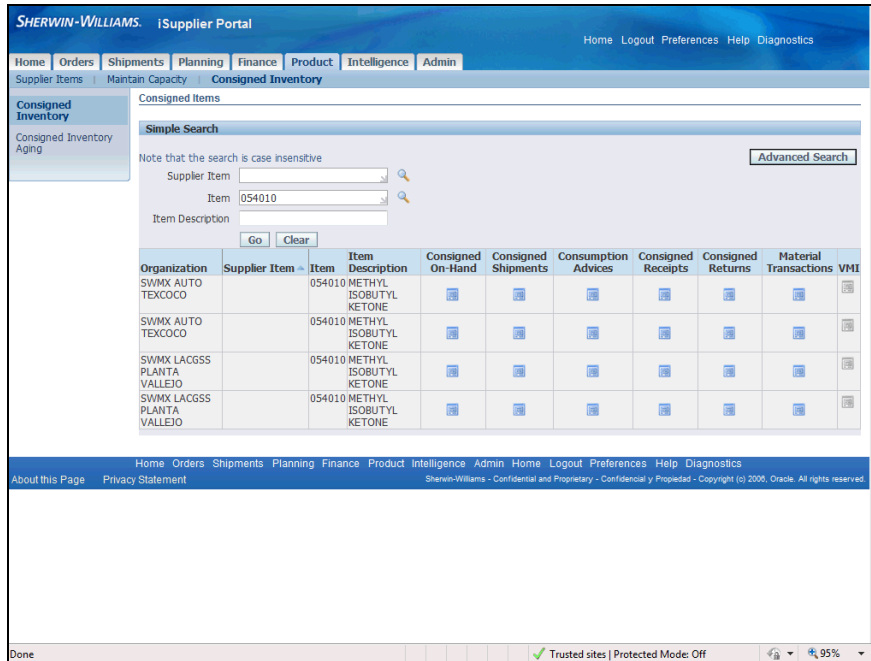


Step	Action
25.	Click the Product: Consigned Inventory: Consigned Inventory link. Product: Consigned Inventory: Consigned Inventory































Supplier Portal Training Guide


Step	Action
26.	Click the Go button. 



The screenshot shows the Sherwin-Williams iSupplier Portal interface. The top navigation bar includes links for Home, Orders, Shipments, Planning, Finance, Product, Intelligence, and Admin. The left sidebar shows 'Consigned Inventory' and 'Consigned Inventory Aging'. The main content area displays a 'Simple Search' section with a note that the search is case insensitive. Below the search fields, there is a table of search results.

Organization	Supplier Item	Item	Item Description	Consigned On-Hand	Consigned Shipments	Consumption Advances	Consigned Receipts	Consigned Returns	Material Transactions	VMI
SWMX AUTO TEXOCO		054010	METHYL ISOBUTYL KETONE							
SWMX AUTO TEXOCO		054010	METHYL ISOBUTYL KETONE							
SWMX LACGSS PLANTA VALLEJO		054010	METHYL ISOBUTYL KETONE							
SWMX LACGSS PLANTA VALLEJO		054010	METHYL ISOBUTYL KETONE							

The bottom of the page shows a footer with links for 'About this Page' and 'Privacy Statement', and a copyright notice for Sherwin-Williams.

Step	Action
27.	Click the Material Transactions button. 

Supplier Portal Training Guide

SHERWIN-WILLIAMS. iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Supplier Items Maintain Capacity Consigned Inventory

Product: Consigned Inventory; Consigned Inventory >

Consigned Inventory

Consigned Inventory Aging

Material Transactions

Export

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Organization	Location	Transaction Date	Transaction Type	Supplier Item	Item	Item Description	UOM	Inbound Quantity	Outbound Quantity	Document Type	Document Source
SWMX LACGSS PLANTA VALLEJO	SWMX LACGSS PLANTA VALLEJO	20-Aug-2013 20:36:01	Transfer to Regular		054010	METHYL ISOBUTYL KETONE	KG		53		
SWMX LACGSS PLANTA VALLEJO	SWMX LACGSS PLANTA VALLEJO	20-Aug-2013 20:35:50	Transfer to Regular		054010	METHYL ISOBUTYL KETONE	KG		54		
SWMX LACGSS PLANTA VALLEJO	SWMX LACGSS PLANTA VALLEJO	20-Aug-2013 20:35:38	Transfer to Regular		054010	METHYL ISOBUTYL KETONE	KG		24		
SWMX LACGSS PLANTA VALLEJO	SWMX LACGSS PLANTA VALLEJO	20-Aug-2013 20:35:28	Transfer to Regular		054010	METHYL ISOBUTYL KETONE	KG		11		
SWMX LACGSS PLANTA VALLEJO	SWMX LACGSS PLANTA VALLEJO	20-Aug-2013 20:35:21	Transfer to Regular		054010	METHYL ISOBUTYL KETONE	KG		54		
SWMX LACGSS PLANTA VALLEJO	SWMX LACGSS PLANTA VALLEJO	20-Aug-2013 20:30:43	Transfer to Regular		054010	METHYL ISOBUTYL KETONE	KG		53		
SWMX LACGSS PLANTA VALLEJO	SWMX LACGSS PLANTA VALLEJO	20-Aug-2013 20:30:33	Transfer to Regular		054010	METHYL ISOBUTYL KETONE	KG		54		
SWMX LACGSS PLANTA VALLEJO	SWMX LACGSS PLANTA VALLEJO	20-Aug-2013 20:30:22	Transfer to Regular		054010	METHYL ISOBUTYL KETONE	KG		24		
SWMX LACGSS PLANTA VALLEJO	SWMX LACGSS PLANTA VALLEJO	20-Aug-2013 20:30:14	Transfer to Regular		054010	METHYL ISOBUTYL KETONE	KG		11		

Material Transactions

Done

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Step	Action
28.	<p>Material Transactions displays the transactions for the selected Organization.</p> <p>You can view the Location information for each transaction by clicking the appropriate link.</p>

SHERWIN-WILLIAMS. iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Supplier Items Maintain Capacity Consigned Inventory

Product: Consigned Inventory; Consigned Inventory >

Consigned Inventory

Consigned Inventory Aging

Material Transactions

Export

Previous 1-25 Next 25

Organization	Location	Transaction Date	Transaction Type	Supplier Item	Item	Item Description	UOM	Inbound Quantity	Outbound Quantity	Document Type	Document Source
SWMX LACGSS PLANTA VALLEJO	SWMX LACGSS PLANTA VALLEJO	20-Aug-2013 20:36:01	Transfer to Regular		054010	METHYL ISOBUTYL KETONE	KG		53		
SWMX LACGSS PLANTA VALLEJO	SWMX LACGSS PLANTA VALLEJO	20-Aug-2013 20:35:50	Transfer to Regular		054010	METHYL ISOBUTYL KETONE	KG		54		
SWMX LACGSS PLANTA VALLEJO	SWMX LACGSS PLANTA VALLEJO	20-Aug-2013 20:35:38	Transfer to Regular		054010	METHYL ISOBUTYL KETONE	KG		24		
SWMX LACGSS PLANTA VALLEJO	SWMX LACGSS PLANTA VALLEJO	20-Aug-2013 20:35:28	Transfer to Regular		054010	METHYL ISOBUTYL KETONE	KG		11		
SWMX LACGSS PLANTA VALLEJO	SWMX LACGSS PLANTA VALLEJO	20-Aug-2013 20:35:21	Transfer to Regular		054010	METHYL ISOBUTYL KETONE	KG		54		
SWMX LACGSS PLANTA VALLEJO	SWMX LACGSS PLANTA VALLEJO	20-Aug-2013 20:30:43	Transfer to Regular		054010	METHYL ISOBUTYL KETONE	KG		53		
SWMX LACGSS PLANTA VALLEJO	SWMX LACGSS PLANTA VALLEJO	20-Aug-2013 20:30:33	Transfer to Regular		054010	METHYL ISOBUTYL KETONE	KG		54		
SWMX LACGSS PLANTA VALLEJO	SWMX LACGSS PLANTA VALLEJO	20-Aug-2013 20:30:22	Transfer to Regular		054010	METHYL ISOBUTYL KETONE	KG		24		
SWMX LACGSS PLANTA VALLEJO	SWMX LACGSS PLANTA VALLEJO	20-Aug-2013 20:30:14	Transfer to Regular		054010	METHYL ISOBUTYL KETONE	KG		11		

Material Transactions

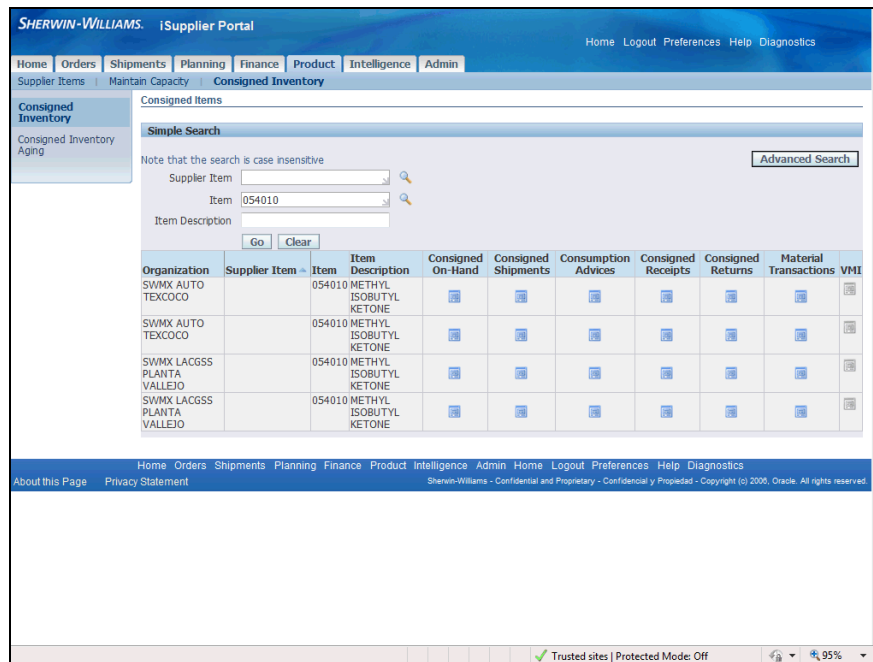
Done

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Supplier Portal Training Guide

Step	Action
29.	Click the Product: Consigned Inventory: Consigned Inventory link. Product: Consigned Inventory: Consigned Inventory



Step	Action
30.	This task showed you how to view consigned inventory. End of Procedure.

Canceling Orders or Shipments

Purpose: To show you how to cancel a shipment or a complete order

Pre-Requisites: Pre-existing orders

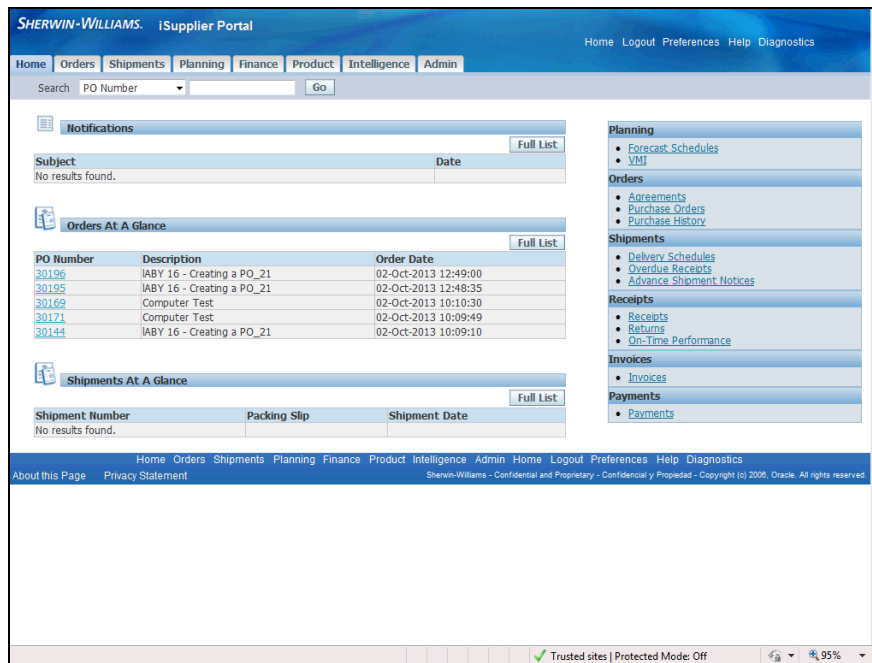
Navigation: iSupplier Portal Home Page > Orders (T) > Purchase Orders (L), enter criteria to search for purchase orders > Request Cancellation (B)

You can submit cancellation requests for an entire order or a particular shipment. You can also submit changes and cancellations at the same time.

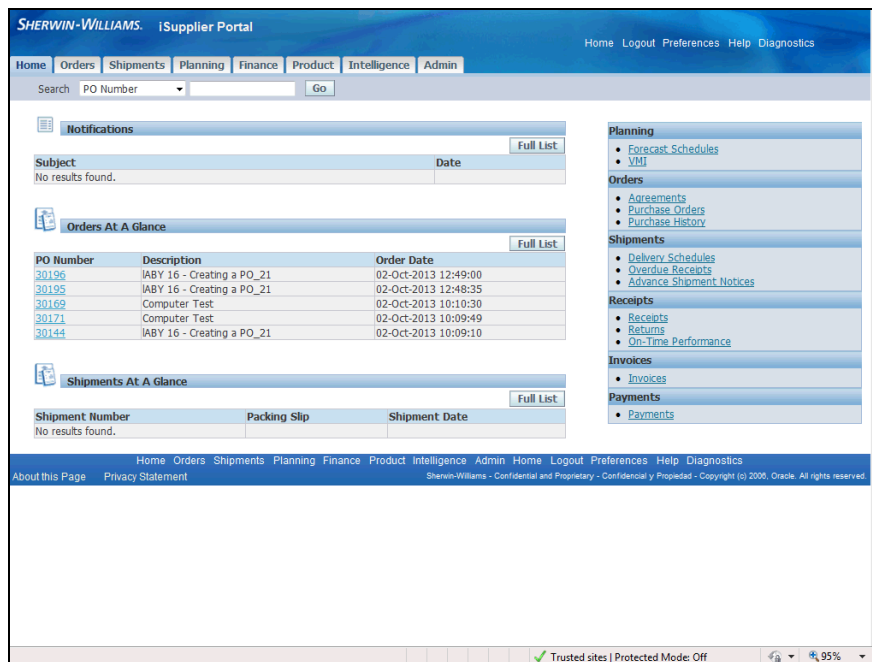
Procedure

This task shows you how to cancel a single shipment and an entire order.

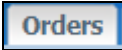
Supplier Portal Training Guide

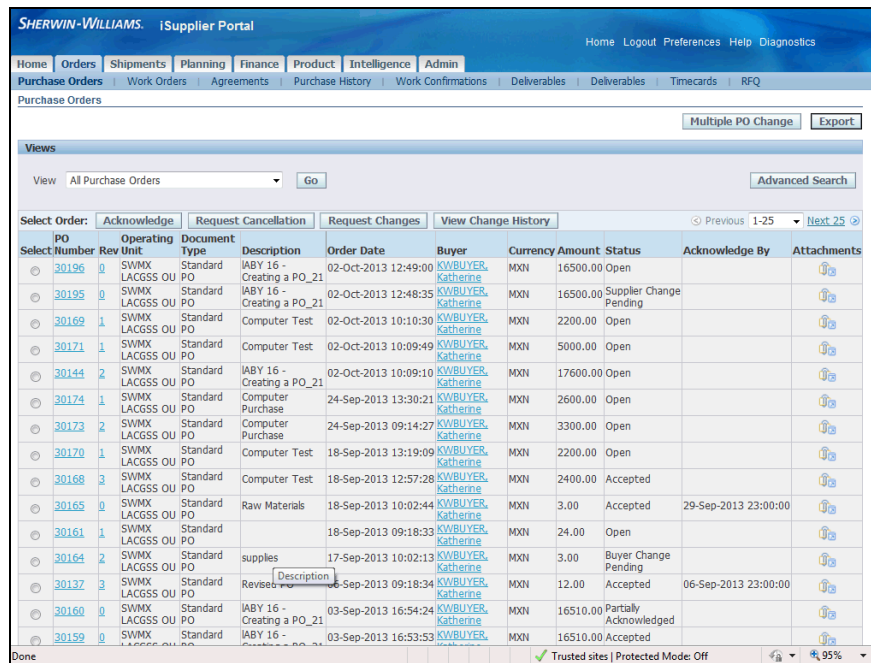


Step	Action
1.	<p>the iSupplier Portal Home page displays tabs that give you access to different types of information.</p> <p>Order cancellation is in the Orders tab.</p>



Supplier Portal Training Guide

Step	Action
2.	Click the Orders tab. 



The screenshot displays the SHERWIN-WILLIAMS Supplier Portal. The top navigation bar includes links for Home, Orders, Shipments, Planning, Finance, Product, Intelligence, and Admin. Below this, a sub-navigation bar lists Purchase Orders, Work Orders, Agreements, Purchase History, Work Confirmations, Deliverables, Timecards, and RFQ. The main content area is titled 'Purchase Orders' and features a 'Multiple PO Change' button and an 'Export' button. A 'Views' section allows users to select a view (currently 'All Purchase Orders') and a 'Go' button. An 'Advanced Search' button is also present. Below the search options, there are tabs for 'Select Order:', 'Acknowledge', 'Request Cancellation', 'Request Changes', and 'View Change History'. The main table lists various purchase orders with columns for PO Number, Rev, Unit, Operating Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Acknowledge By, and Attachments. The table contains 15 rows of data, including PO numbers like 30196, 30195, 30169, 30171, 30144, 30174, 30173, 30170, 30168, 30165, 30161, 30164, 30137, 30160, and 30159. The status of these orders varies, including 'Open', 'Supplier Change Pending', 'Accepted', and 'Partially Acknowledged'. At the bottom of the page, there is a status bar indicating 'Trusted sites | Protected Mode: Off' and a zoom level of 95%.

Step	Action
3.	Select the shipment or order to cancel by first selecting the PO Number line.

Supplier Portal Training Guide

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

Purchase Orders

Multiple PO Change Export


Views

View All Purchase Orders Go Advanced Search

Select Order: Acknowledge Request Cancellation Request Changes View Change History Previous 1-25 Next 25

PO Select	Number	Rev	Unit	Operating Type	Document	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	30196	0		SWMX	LACGSS OU	Standard PO	02-Oct-2013 12:49:00	KWBUIYER, Katherine	MXN	16500.00	Open		
<input type="radio"/>	30195	0		SWMX	LACGSS OU	Standard PO	02-Oct-2013 12:48:35	KWBUIYER, Katherine	MXN	16500.00	Supplier Change Pending		
<input type="radio"/>	30169	1		SWMX	LACGSS OU	Standard PO	02-Oct-2013 10:10:30	KWBUIYER, Katherine	MXN	2200.00	Open		
<input type="radio"/>	30171	1		SWMX	LACGSS OU	Standard PO	02-Oct-2013 10:09:49	KWBUIYER, Katherine	MXN	5000.00	Open		
<input type="radio"/>	30144	2		SWMX	LACGSS OU	Standard PO	02-Oct-2013 10:09:10	KWBUIYER, Katherine	MXN	17600.00	Open		
<input type="radio"/>	30174	1		SWMX	LACGSS OU	Standard PO	24-Sep-2013 13:30:21	KWBUIYER, Katherine	MXN	2600.00	Open		
<input type="radio"/>	30173	2		SWMX	LACGSS OU	Standard PO	24-Sep-2013 09:14:27	KWBUIYER, Katherine	MXN	3300.00	Open		
<input type="radio"/>	30170	1		SWMX	LACGSS OU	Standard PO	18-Sep-2013 13:19:09	KWBUIYER, Katherine	MXN	2200.00	Open		
<input type="radio"/>	30168	3		SWMX	LACGSS OU	Standard PO	18-Sep-2013 12:57:28	KWBUIYER, Katherine	MXN	2400.00	Accepted		
<input type="radio"/>	30165	0		SWMX	LACGSS OU	Standard PO	18-Sep-2013 10:02:44	KWBUIYER, Katherine	MXN	3.00	Accepted	29-Sep-2013 23:00:00	
<input type="radio"/>	30161	1		SWMX	LACGSS OU	Standard PO	18-Sep-2013 09:18:33	KWBUIYER, Katherine	MXN	24.00	Open		
<input type="radio"/>	30164	2		SWMX	LACGSS OU	Standard PO	17-Sep-2013 10:02:13	KWBUIYER, Katherine	MXN	3.00	Buyer Change Pending		
<input type="radio"/>	30137	3		SWMX	LACGSS OU	Standard PO	06-Sep-2013 09:18:34	KWBUIYER, Katherine	MXN	12.00	Accepted	06-Sep-2013 23:00:00	
<input type="radio"/>	30160	0		SWMX	LACGSS OU	Standard PO	03-Sep-2013 16:54:24	KWBUIYER, Katherine	MXN	16510.00	Partially Acknowledged		
<input type="radio"/>	30159	0		SWMX	LACGSS OU	Standard PO	03-Sep-2013 16:53:53	KWBUIYER, Katherine	MXN	16510.00	Accepted		

Done Trusted sites | Protected Mode: Off 95%

Step	Action
4.	Click the 30144 radio button. 

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

Purchase Orders

Multiple PO Change Export

Views

View All Purchase Orders Go Advanced Search

Select Order: Acknowledge Request Cancellation Request Changes View Change History Previous 1-25 Next 25

PO Select	Number	Rev	Unit	Operating Type	Document	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	30196	0		SWMX	LACGSS OU	Standard PO	02-Oct-2013 12:49:00	KWBUIYER, Katherine	MXN	16500.00	Open		
<input type="radio"/>	30195	0		SWMX	LACGSS OU	Standard PO	02-Oct-2013 12:48:35	KWBUIYER, Katherine	MXN	16500.00	Supplier Change Pending		
<input type="radio"/>	30169	1		SWMX	LACGSS OU	Standard PO	02-Oct-2013 10:10:30	KWBUIYER, Katherine	MXN	2200.00	Open		
<input type="radio"/>	30171	1		SWMX	LACGSS OU	Standard PO	02-Oct-2013 10:09:49	KWBUIYER, Katherine	MXN	5000.00	Open		
<input checked="" type="radio"/>	30144	2		SWMX	LACGSS OU	Standard PO	02-Oct-2013 10:09:10	KWBUIYER, Katherine	MXN	17600.00	Open		
<input type="radio"/>	30174	1		SWMX	LACGSS OU	Standard PO	24-Sep-2013 13:30:21	KWBUIYER, Katherine	MXN	2600.00	Open		
<input type="radio"/>	30173	2		SWMX	LACGSS OU	Standard PO	24-Sep-2013 09:14:27	KWBUIYER, Katherine	MXN	3300.00	Open		
<input type="radio"/>	30170	1		SWMX	LACGSS OU	Standard PO	18-Sep-2013 13:19:09	KWBUIYER, Katherine	MXN	2200.00	Open		
<input type="radio"/>	30168	3		SWMX	LACGSS OU	Standard PO	18-Sep-2013 12:57:28	KWBUIYER, Katherine	MXN	2400.00	Accepted		
<input type="radio"/>	30165	0		SWMX	LACGSS OU	Standard PO	18-Sep-2013 10:02:44	KWBUIYER, Katherine	MXN	3.00	Accepted	29-Sep-2013 23:00:00	
<input type="radio"/>	30161	1		SWMX	LACGSS OU	Standard PO	18-Sep-2013 09:18:33	KWBUIYER, Katherine	MXN	24.00	Open		
<input type="radio"/>	30164	2		SWMX	LACGSS OU	Standard PO	17-Sep-2013 10:02:13	KWBUIYER, Katherine	MXN	3.00	Buyer Change Pending		
<input type="radio"/>	30137	3		SWMX	LACGSS OU	Standard PO	06-Sep-2013 09:18:34	KWBUIYER, Katherine	MXN	12.00	Accepted	06-Sep-2013 23:00:00	
<input type="radio"/>	30160	0		SWMX	LACGSS OU	Standard PO	03-Sep-2013 16:54:24	KWBUIYER, Katherine	MXN	16510.00	Partially Acknowledged		
<input type="radio"/>	30159	0		SWMX	LACGSS OU	Standard PO	03-Sep-2013 16:53:53	KWBUIYER, Katherine	MXN	16510.00	Accepted		

Done Trusted sites | Protected Mode: Off 95%

Supplier Portal Training Guide

Step	Action
5.	Click the Request Cancellation button. <div>Request Cancellation</div>

SHERWIN-WILLIAMS | Supplier Portal

Home Logout Preferences Help Diagnostics

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

Orders: Purchase Orders >

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

Currency=MXN

[Cancel](#) [Cancel Entire Order](#) [View Change History](#) [Export](#) [Submit](#)

Order Information

General Information

Total: 17600.00
 Supplier: FISHER MEXICO S DE RL DE CV
 Supplier Site: FMKW Purchasing
 Address: 1 Mendez Ave, Mexico City, Monterrey
 Buyer: KVBURGER, Katherine
 Order Date: 02-Oct-2013 10:09:10
 Description: IABY 16 - Creating a PO_21
 Status: Open
 Note to Supplier: SWMX LACGSS OU
 Supplier Order Number: [View](#)
 Attachments: [View](#)

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](#)

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	Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Supplier Name	Status	Global Agreement ID	Supplier Config	Attach
Show	1	Goods	.01538644-99				SPRAY	EACH	10	100.00					Open			

Done

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Step	Action
6.	Purchase Order header and line information is displayed. In this example, you will cancel a shipment.

Supplier Portal Training Guide

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

Currency=MXN

Cancel Cancel Entire Order View Change History Export Submit

Order Information

General Information

Total 17600.00
 Supplier FISHER MEXICO S DE RL DE CV
 Supplier Site FMKW Purchasing
 Address 1 Mendez Ave
 Mexico City, Monterrey
 Buyer KVBUEYER, Katherine
 Order Date 02-Oct-2013 10:09:10
 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 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

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	Supplier Config ID	Attachments
Show 1	Goods	.01538644-99			SPRAY	EACH	10	10	100.00				Open			

Done

Trusted sites | Protected Mode: Off

95%

Step	Action
7.	Scroll down the page to access the lines. <div></div>

SHERWIN-WILLIAMS iSupplier Portal

Home Logout Preferences Help Diagnostics

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

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

Orders: Purchase Orders >

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

Currency=MXN

Cancel Cancel Entire Order View Change History Export Submit

Order Information

General Information

Total 17600.00
 Supplier FISHER MEXICO S DE RL DE CV
 Supplier Site FMKW Purchasing
 Address 1 Mendez Ave
 Mexico City, Monterrey
 Buyer KVBUEYER, Katherine
 Order Date 02-Oct-2013 10:09:10
 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 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

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	Supplier Config ID	Attachments
Show 1	Goods	.01538644-99			SPRAY	EACH	10	10	100.00				Open			
Show 2	Goods	FMKW Computer			High Speed Computer	EACH	10	1300	13000.00				Open			
Show 3	Goods	FMKW Software			Expensed Item	EACH	10	450	4500.00				Open			

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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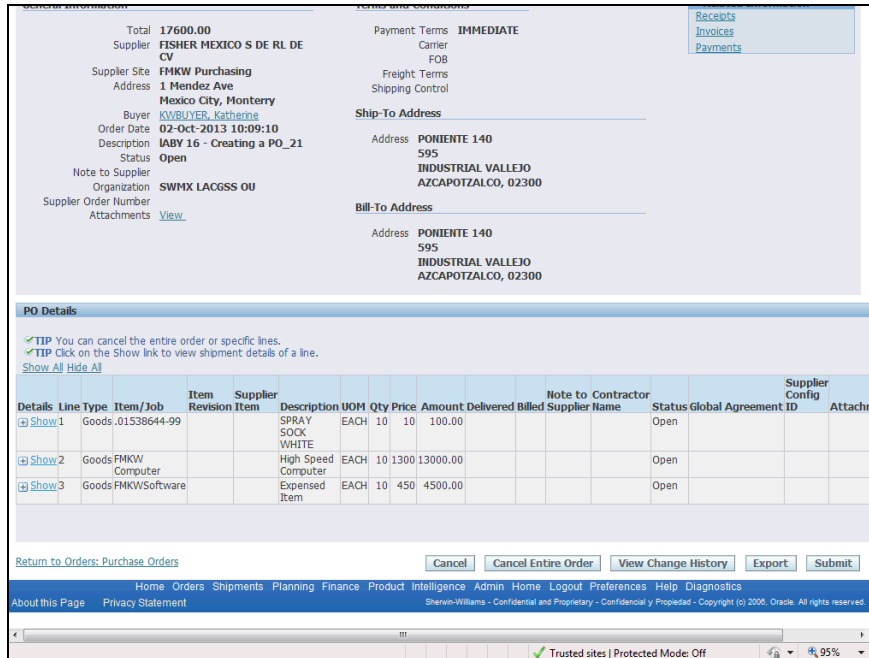
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95%

Supplier Portal Training Guide

Step	Action
8.	<p>Determine which shipment you want to cancel.</p> <p>Click the Show link for the shipment cancellation line.</p> 



The screenshot displays the Supplier Portal interface. At the top, there are tabs for 'Order Information', 'Terms and Conditions', and 'Receipts'. The 'Order Information' tab is active, showing details for a purchase order. The 'Terms and Conditions' tab shows 'IMMEDIATE' payment terms. The 'Receipts' tab shows 'Invoices' and 'Payments'.

Order Information:

- Total: 17600.00
- 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 10:09:10
- Description: LABY 16 - Creating a PO_21
- Status: Open
- Note to Supplier: SWMX LACSSS OU
- Organization: SWMX LACSSS OU
- Supplier Order Number: View
- Attachments: View

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

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	Supplier Name	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 FMKW Software			Expensed Item	EACH	10	450	4500.00					Open			

[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
9.	<p>Scroll to the right of the page.</p> <p>Click the Horizontal scrollbar.</p> 

Supplier Portal Training Guide

Form title: **Supplier Portal**

Total: 17600.00
 Supplier: FISHER MEXICO S DE RL DE CV
 Site: FMKW Purchasing
 Address: 1 Mendez Ave
 Buyer: KVBUEYER, Katherine
 Date: 02-Oct-2013 10:09:10
 Option: LABY 16 - Creating a PO_21
 Status: Open
 Supplier: SWMX LACGSS OU
 Number: [View](#)

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

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

View the entire order or specific lines.
 Click here to view shipment details of a line.

Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
1538644-99			SPRAY SOCK WHITE	EACH	10	10	100.00					Open				

Quantity Ordered	Quantity Received	Amount Received	Promised Amount	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
10	10		100.00	02-Sep-2013 21:31:44					Open			

FMKW Computer High Speed Computer EACH 10 1300 13000.00 Open

FMKW Software Expensed Item EACH 10 450 4500.00 Open

Done. Trusted sites | Protected Mode: Off 95%

Step	Action
10.	The line Details display and allow access to the Actions and Reason fields which are required for the cancellation.

Form title: **Supplier Portal**

Total: 17600.00
 Supplier: FISHER MEXICO S DE RL DE CV
 Site: FMKW Purchasing
 Address: 1 Mendez Ave
 Buyer: KVBUEYER, Katherine
 Date: 02-Oct-2013 10:09:10
 Option: LABY 16 - Creating a PO_21
 Status: Open
 Supplier: SWMX LACGSS OU
 Number: [View](#)

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

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

View the entire order or specific lines.
 Click here to view shipment details of a line.

Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
1538644-99			SPRAY SOCK WHITE	EACH	10	10	100.00					Open				


Quantity Ordered	Quantity Received	Amount Received	Promised Amount	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
10	10		100.00	02-Sep-2013 21:31:44					Open			

FMKW Computer High Speed Computer EACH 10 1300 13000.00 Open

FMKW Software Expensed Item EACH 10 450 4500.00 Open

Done. Trusted sites | Protected Mode: Off 95%

Supplier Portal Training Guide

Step	Action
11.	Click the drop-down button for the Action field. 

Total 17600.00
 Supplier FISHHER MEXICO S DE RL DE
 CV
 Site FMKW Purchasing
 Address 1 Mendez Ave
 Mexico City, Monterrey
 Buyer KWBUEYER, Katherine
 Date 02-Oct-2013 10:09:10
 Option LABY 16 - Creating a PO_21
 Status Open
 Supplier SWMX LACGSS OU
 Number
 Comments [View](#)

Payment Terms IMMEDIATE
 Carrier
 FOB
 Freight Terms
 Shipping Control


Reciepts
 Invoices
 Payments

Ship-To Address
 Address PONIENTE 140
 595
 INDUSTRIAL VALLEJO
 AZCAPOTZALCO, 02300

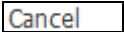
Bill-To Address
 Address PONIENTE 140
 595
 INDUSTRIAL VALLEJO
 AZCAPOTZALCO, 02300

View the entire order or specific lines.
 Click the link to view shipment details of a line.

Item/Job	Revision	Supplier	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Contractor	Status	Global Agreement	Supplier Config ID	Attachments	Reason
1538644-99			SPRAY SOCK EACH WHITE	10	10	100.00					Open				

Quantity Ordered	Price	Quantity Received	Amount Received	Promised Amount	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
10	10			100.00	02-Sep-2013 21:31:44					Open			 Cancel
HKW Computer				High Speed Computer	EACH	10	1300	13000.00			Open		
HKW Software				Expensed Item	EACH	10	450	4500.00			Open		

Done. Trusted sites | Protected Mode: Off 95%

Step	Action
12.	Cancel the shipment. Click the Cancel list item. 

Supplier Portal Training Guide

Total 17600.00
Supplier FISHER MEXICO S DE RL DE CV
Site FMKW Purchasing
Address 1 Mendez Ave
City Mexico City, Monterrey
Buyer KWBUEYER, Katherine
Date 02-Oct-2013 10:09:10
Option IABY 16 - Creating a PO_21
Status Open
Supplier SWMX LACGSS OU
Number [View](#)

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

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

View the entire order or specific lines.
 Click here to view shipment details of a line.

Item/Job	Item Revision	Supplier	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor	Status	Global Agreement	Supplier Config ID	Attachments	Reason
1538644-99			SPRAY SOCK WHITE	EACH	10	10	100.00					Open				

Quantity Ordered	Price	Quantity Received	Amount Received	Promised Amount	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
10	10			100.00	02-Sep-2013 21:31:44					Open			Cancel

FMKW Computer High Speed Computer EACH 10 1300 13000.00 Open
 FMKW Software Expensed Item EACH 10 450 4500.00 Open

[PO Details](#)

Done. Trusted sites | Protected Mode: Off 95%

Step	Action
13.	Click in the Reason field. <div></div>

Total 17600.00
Supplier FISHER MEXICO S DE RL DE CV
Site FMKW Purchasing
Address 1 Mendez Ave
City Mexico City, Monterrey
Buyer KWBUEYER, Katherine
Date 02-Oct-2013 10:09:10
Option IABY 16 - Creating a PO_21
Status Open
Supplier SWMX LACGSS OU
Number [View](#)

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

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

View the entire order or specific lines.
 Click here to view shipment details of a line.

Item/Job	Item Revision	Supplier	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor	Status	Global Agreement	Supplier Config ID	Attachments	Reason
1538644-99			SPRAY SOCK WHITE	EACH	10	10	100.00					Open				

Quantity Ordered	Price	Quantity Received	Amount Received	Promised Amount	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
10	10			100.00	02-Sep-2013 21:31:44					Open			Reason

FMKW Computer High Speed Computer EACH 10 1300 13000.00 Open
 FMKW Software Expensed Item EACH 10 450 4500.00 Open

Done. Trusted sites | Protected Mode: Off 95%

Supplier Portal Training Guide

Step	Action
14.	Enter the cancellation reason into the Reason field. Enter " Out of stock ".

Total 17600.00
 Supplier FISHER MEXICO S DE RL DE
 CV
 Site FMKW Purchasing
 Address 1 Mendez Ave
 Mexico City, Monterrey
 Buyer KVBUYER, Katherine
 Date 02-Oct-2013 10:09:10
 Option LABY 16 - Creating a PO_21
 Status Open
 Supplier SWMX LACSS OU
 Location
 Comments View

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

Receipts
 Invoices
 Payments


View the entire order or specific lines.
 Click here to view shipment details of a line.

Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
1538644-99			SPRAY SOCK WHITE	EACH	10	10	100.00					Open				

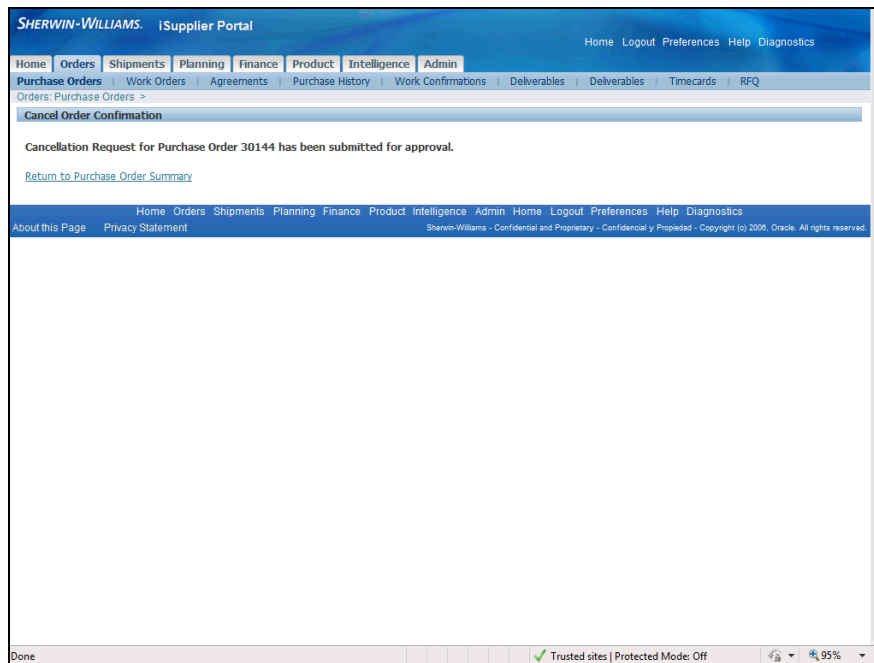
Quantity Ordered	Price	Quantity Received	Amount Received	Promised Amount	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
10	10			100.00	02-Sep-2013 21:31:44					Open			Out of stock	Cancel

FMKW Computer			High Speed Computer	EACH	10	1300	13000.00					Open			
FMKW Software			Expensed Item	EACH	10	450	4500.00					Open			

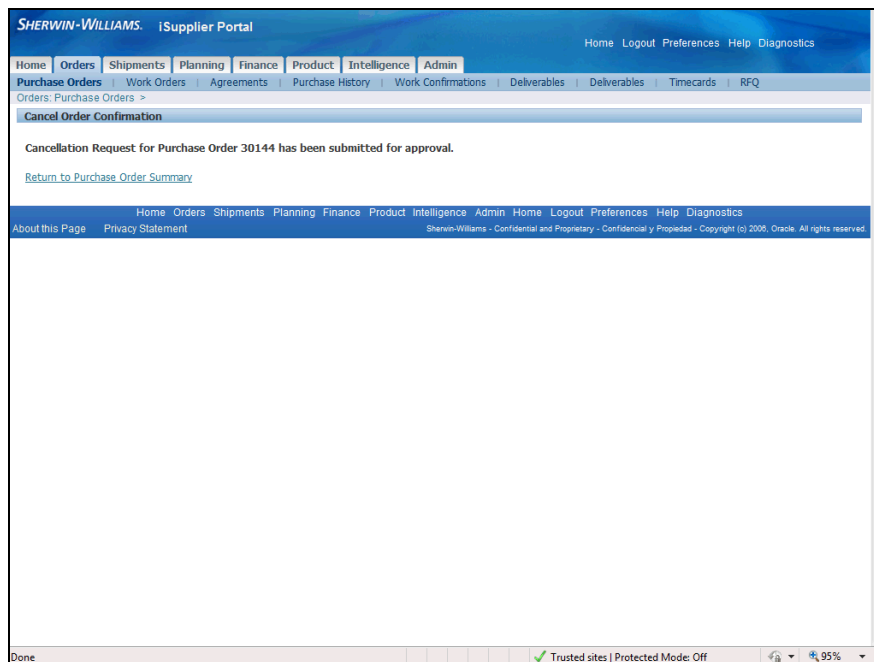
[Return to Orders](#) [Purchase Orders](#)
[Cancel](#) [Cancel Entire Order](#) [View Change History](#) [Export](#) [Submit](#)

Step	Action
15.	Click the Submit button. 

Supplier Portal Training Guide



Step	Action
16.	A Cancel Order Confirmation page displays indicating your shipment cancellation has been submitted for approval.



Supplier Portal Training Guide

Step	Action
17.	Click the Return to Purchase Order Summary link. Return to Purchase Order Summary

The screenshot displays the SHERWIN-WILLIAMS Supplier Portal interface. At the top, there are navigation tabs: Home, Orders, Shipments, Planning, Finance, Product, Intelligence, and Admin. Below these, a sub-navigation bar includes: Purchase Orders, Work Orders, Agreements, Purchase History, Work Confirmations, Deliverables, Deliverables, Timecards, and RFQ. The main content area is titled 'Purchase Orders' and features a 'Multiple PO Change' button and an 'Export' button. A 'Views' section shows a dropdown menu set to 'All Purchase Orders' and a 'Go' button. Below this, there are tabs for 'Select Order: Acknowledge', 'Request Cancellation', 'Request Changes', and 'View Change History'. A table lists various purchase orders with columns for PO Number, Rev Unit, Operating Type, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Acknowledge By, and Attachments. The table contains 15 rows of data, including PO numbers like 30196, 30195, 30169, 30171, 30144, 30174, 30173, 30170, 30168, 30165, 30161, 30164, 30137, 30160, and 30159. At the bottom of the table, there is a 'Done' button and a status bar indicating 'Trusted sites | Protected Mode: Off' and a zoom level of 95%.

PO Number	Rev Unit	Operating Type	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
30196	0	SWMX	Standard PO	IABY 16 - Creating a PO_21	02-Oct-2013 12:49:00	KWBUIYER, Katherine	MXN	16500.00	Open		
30195	0	SWMX	Standard PO	IABY 16 - Creating a PO_21	02-Oct-2013 12:48:35	KWBUIYER, Katherine	MXN	16500.00	Supplier Change Pending		
30169	1	SWMX	Standard PO	Computer Test	02-Oct-2013 10:10:30	KWBUIYER, Katherine	MXN	2200.00	Open		
30171	1	SWMX	Standard PO	Computer Test	02-Oct-2013 10:09:49	KWBUIYER, Katherine	MXN	5000.00	Open		
30144	2	SWMX	Standard PO	IABY 16 - Creating a PO_21	02-Oct-2013 10:09:10	KWBUIYER, Katherine	MXN	17600.00	Supplier Change Pending		
30174	1	SWMX	Standard PO	Computer Purchase	24-Sep-2013 13:30:21	KWBUIYER, Katherine	MXN	2600.00	Open		
30173	2	SWMX	Standard PO	Computer Purchase	24-Sep-2013 09:14:27	KWBUIYER, Katherine	MXN	3300.00	Open		
30170	1	SWMX	Standard PO	Computer Test	18-Sep-2013 13:19:09	KWBUIYER, Katherine	MXN	2200.00	Open		
30168	3	SWMX	Standard PO	Computer Test	18-Sep-2013 12:57:28	KWBUIYER, Katherine	MXN	2400.00	Accepted		
30165	0	SWMX	Standard PO	Raw Materials	18-Sep-2013 10:02:44	KWBUIYER, Katherine	MXN	3.00	Accepted	29-Sep-2013 23:00:00	
30161	1	SWMX	Standard PO		18-Sep-2013 09:18:33	KWBUIYER, Katherine	MXN	24.00	Open		
30164	2	SWMX	Standard PO	supplies	17-Sep-2013 10:02:13	KWBUIYER, Katherine	MXN	3.00	Buyer Change Pending		
30137	3	SWMX	Standard PO	Revised PO	06-Sep-2013 09:18:34	KWBUIYER, Katherine	MXN	12.00	Accepted	06-Sep-2013 23:00:00	
30160	0	SWMX	Standard PO	IABY 16 - Creating a PO_21	03-Sep-2013 16:54:24	KWBUIYER, Katherine	MXN	16510.00	Partially Acknowledged		
30159	0	SWMX	Standard PO	IABY 16 - Creating a PO_21	03-Sep-2013 16:53:53	KWBUIYER, Katherine	MXN	16510.00	Accepted		

Step	Action
18.	In this example, you will cancel an entire order.

Supplier Portal Training Guide

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

Purchase Orders

Multiple PO Change Export


Views

View All Purchase Orders Go Advanced Search

Select Order: Acknowledge Request Cancellation Request Changes View Change History Previous 1-25 Next 25

PO Select	Number	Rev	Unit	Operating Type	Document	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	30196	0		SWMX LACGSS OU	Standard PO	IABY 16 - Creating a PO_21	02-Oct-2013 12:49:00	KWBUIYER, Katherine	MON	16500.00	Open		
<input type="radio"/>	30195	0		SWMX LACGSS OU	Standard PO	IABY 16 - Creating a PO_21	02-Oct-2013 12:48:35	KWBUIYER, Katherine	MON	16500.00	Supplier Change Pending		
<input type="radio"/>	30169	1		SWMX LACGSS OU	Standard PO	Computer Test	02-Oct-2013 10:10:30	KWBUIYER, Katherine	MON	2200.00	Open		
<input type="radio"/>	30171	1		SWMX LACGSS OU	Standard PO	Computer Test	02-Oct-2013 10:09:49	KWBUIYER, Katherine	MON	5000.00	Open		
<input type="radio"/>	30144	2		SWMX LACGSS OU	Standard PO	IABY 16 - Creating a PO_21	02-Oct-2013 10:09:10	KWBUIYER, Katherine	MON	17600.00	Supplier Change Pending		
<input type="radio"/>	30174	1		SWMX LACGSS OU	Standard PO	Computer Purchase	24-Sep-2013 13:30:21	KWBUIYER, Katherine	MON	2600.00	Open		
<input type="radio"/>	30173	2		SWMX LACGSS OU	Standard PO	Computer Purchase	24-Sep-2013 09:14:27	KWBUIYER, Katherine	MON	3300.00	Open		
<input type="radio"/>	30170	1		SWMX LACGSS OU	Standard PO	Computer Test	18-Sep-2013 13:19:09	KWBUIYER, Katherine	MON	2200.00	Open		
<input type="radio"/>	30168	3		SWMX LACGSS OU	Standard PO	Computer Test	18-Sep-2013 12:57:28	KWBUIYER, Katherine	MON	2400.00	Accepted		
<input type="radio"/>	30165	0		SWMX LACGSS OU	Standard PO	Raw Materials	18-Sep-2013 10:02:44	KWBUIYER, Katherine	MON	3.00	Accepted	29-Sep-2013 23:00:00	
<input type="radio"/>	30161	1		SWMX LACGSS OU	Standard PO		18-Sep-2013 09:18:33	KWBUIYER, Katherine	MON	24.00	Open		
<input type="radio"/>	30164	2		SWMX LACGSS OU	Standard PO	supplies	17-Sep-2013 10:02:13	KWBUIYER, Katherine	MON	3.00	Buyer Change Pending		
<input type="radio"/>	30137	3		SWMX LACGSS OU	Standard PO	Revised PO	06-Sep-2013 09:18:34	KWBUIYER, Katherine	MON	12.00	Accepted	06-Sep-2013 23:00:00	
<input type="radio"/>	30160	0		SWMX LACGSS OU	Standard PO	IABY 16 - Creating a PO_21	03-Sep-2013 16:54:24	KWBUIYER, Katherine	MON	16510.00	Partially Acknowledged		
<input type="radio"/>	30159	0		SWMX LACGSS OU	Standard PO	IABY 16 - Creating a PO_21	03-Sep-2013 16:53:53	KWBUIYER, Katherine	MON	16510.00	Accepted		

Done Trusted sites | Protected Mode: Off 95%

Step	Action
19.	Click the 30170 radio button. 

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

Purchase Orders

Multiple PO Change Export

Views


View All Purchase Orders Go Advanced Search

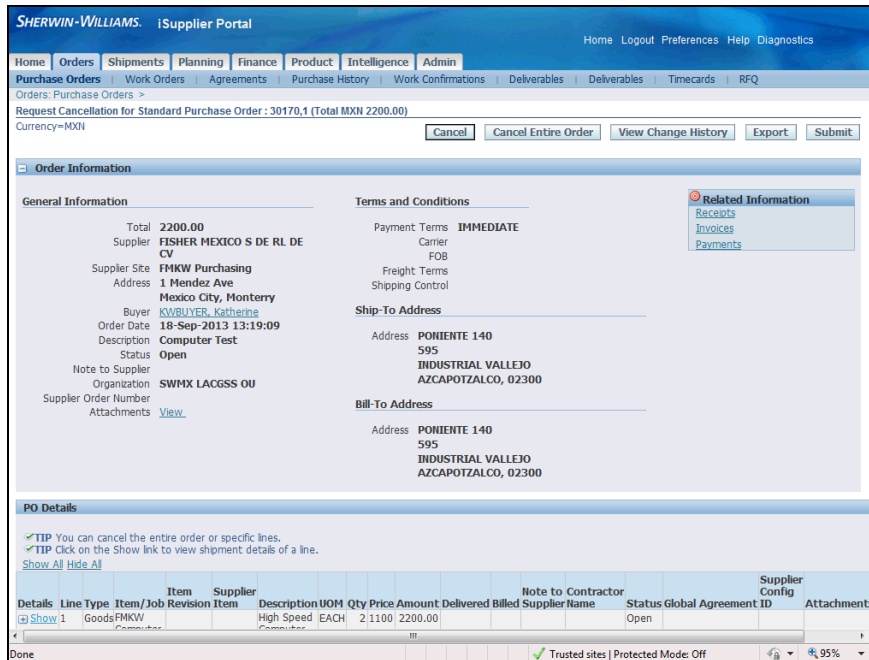
Select Order: Acknowledge Request Cancellation Request Changes View Change History Previous 1-25 Next 25

PO Select	Number	Rev	Unit	Operating Type	Document	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	30196	0		SWMX LACGSS OU	Standard PO	IABY 16 - Creating a PO_21	02-Oct-2013 12:49:00	KWBUIYER, Katherine	MON	16500.00	Open		
<input type="radio"/>	30195	0		SWMX LACGSS OU	Standard PO	IABY 16 - Creating a PO_21	02-Oct-2013 12:48:35	KWBUIYER, Katherine	MON	16500.00	Supplier Change Pending		
<input type="radio"/>	30169	1		SWMX LACGSS OU	Standard PO	Computer Test	02-Oct-2013 10:10:30	KWBUIYER, Katherine	MON	2200.00	Open		
<input type="radio"/>	30171	1		SWMX LACGSS OU	Standard PO	Computer Test	02-Oct-2013 10:09:49	KWBUIYER, Katherine	MON	5000.00	Open		
<input type="radio"/>	30144	2		SWMX LACGSS OU	Standard PO	IABY 16 - Creating a PO_21	02-Oct-2013 10:09:10	KWBUIYER, Katherine	MON	17600.00	Supplier Change Pending		
<input type="radio"/>	30174	1		SWMX LACGSS OU	Standard PO	Computer Purchase	24-Sep-2013 13:30:21	KWBUIYER, Katherine	MON	2600.00	Open		
<input type="radio"/>	30173	2		SWMX LACGSS OU	Standard PO	Computer Purchase	24-Sep-2013 09:14:27	KWBUIYER, Katherine	MON	3300.00	Open		
<input checked="" type="radio"/>	30170	1		SWMX LACGSS OU	Standard PO	Computer Test	18-Sep-2013 13:19:09	KWBUIYER, Katherine	MON	2200.00	Open		
<input type="radio"/>	30168	3		SWMX LACGSS OU	Standard PO	Computer Test	18-Sep-2013 12:57:28	KWBUIYER, Katherine	MON	2400.00	Accepted		
<input type="radio"/>	30165	0		SWMX LACGSS OU	Standard PO	Raw Materials	18-Sep-2013 10:02:44	KWBUIYER, Katherine	MON	3.00	Accepted	29-Sep-2013 23:00:00	
<input type="radio"/>	30161	1		SWMX LACGSS OU	Standard PO		18-Sep-2013 09:18:33	KWBUIYER, Katherine	MON	24.00	Open		
<input type="radio"/>	30164	2		SWMX LACGSS OU	Standard PO	supplies	17-Sep-2013 10:02:13	KWBUIYER, Katherine	MON	3.00	Buyer Change Pending		
<input type="radio"/>	30137	3		SWMX LACGSS OU	Standard PO	Revised PO	06-Sep-2013 09:18:34	KWBUIYER, Katherine	MON	12.00	Accepted	06-Sep-2013 23:00:00	
<input type="radio"/>	30160	0		SWMX LACGSS OU	Standard PO	IABY 16 - Creating a PO_21	03-Sep-2013 16:54:24	KWBUIYER, Katherine	MON	16510.00	Partially Acknowledged		
<input type="radio"/>	30159	0		SWMX LACGSS OU	Standard PO	IABY 16 - Creating a PO_21	03-Sep-2013 16:53:53	KWBUIYER, Katherine	MON	16510.00	Accepted		

Done Trusted sites | Protected Mode: Off 95%

Supplier Portal Training Guide

Step	Action
20.	Click the Request Cancellation button. 



SHERWIN-WILLIAMS | Supplier 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 Cancellation for Standard Purchase Order: 30170.1 (Total MXN 2200.00)

Currency=MXN

Cancel Cancel Entire Order View Change History Export Submit

Order Information

General Information

Total 2200.00
 Supplier FISHER MEXICO S DE RL DE CV
 Supplier Site FMKW Purchasing
 Address 1 Mendez Ave
 Mexico City, Monterrey
 Buyer KWBURyer, Katherine
 Order Date 18-Sep-2013 13:19:09
 Description Computer Test
 Status Open
 Note to Supplier
 Organization SWMX LACGSS OU
 Supplier Order Number
 Attachments [View](#)

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](#)

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 Revision	Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Contractor	Status	Global Agreement ID	Supplier Config	Attachment
Show	1	Goods	FMKW	High Speed	EACH	2	1100	2200.00				Open			

Done

Trusted sites | Protected Mode: Off

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Step	Action
21.	To be able to cancel the order, you must click the Show Details link. This gives you access to the Action and Reason fields.

Supplier Portal Training Guide

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 Cancellation for Standard Purchase Order: 30170.1 (Total MXN 2200.00)

Currency=MXN

Cancel Cancel Entire Order View Change History Export Submit

Order Information

General Information

Total 2200.00
 Supplier FISHER MEXICO S DE RL DE CV
 Supplier 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
 Note to Supplier
 Organization SWMX LACGSS OU
 Supplier Order Number
 Attachments [View](#)

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](#)

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	Supplier	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Contractor	Status	Global Agreement	Supplier Config ID	Attachment
Show	1	Goods FMKW		High Speed	EACH	2	1100	2200.00				Open			

Done

Trusted sites | Protected Mode: Off

95%

Step	Action
22.	Click the Show link. 

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 Cancellation for Standard Purchase Order: 30170.1 (Total MXN 2200.00)

Currency=MXN

Cancel Cancel Entire Order View Change History Export Submit

Order Information

General Information

Total 2200.00
 Supplier FISHER MEXICO S DE RL DE CV
 Supplier 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
 Note to Supplier
 Organization SWMX LACGSS OU
 Supplier Order Number
 Attachments [View](#)

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](#)

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	Supplier	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Contractor	Status	Global Agreement	Supplier Config ID	Attachment
Hide	1	Goods FMKW		Computer								Open			

Shipments


Shipment	Ship-To Location	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 LACGSS PLANTA VALLEJO	2	1100			2200.00		30-Sep-2013 00:00:00					Open			

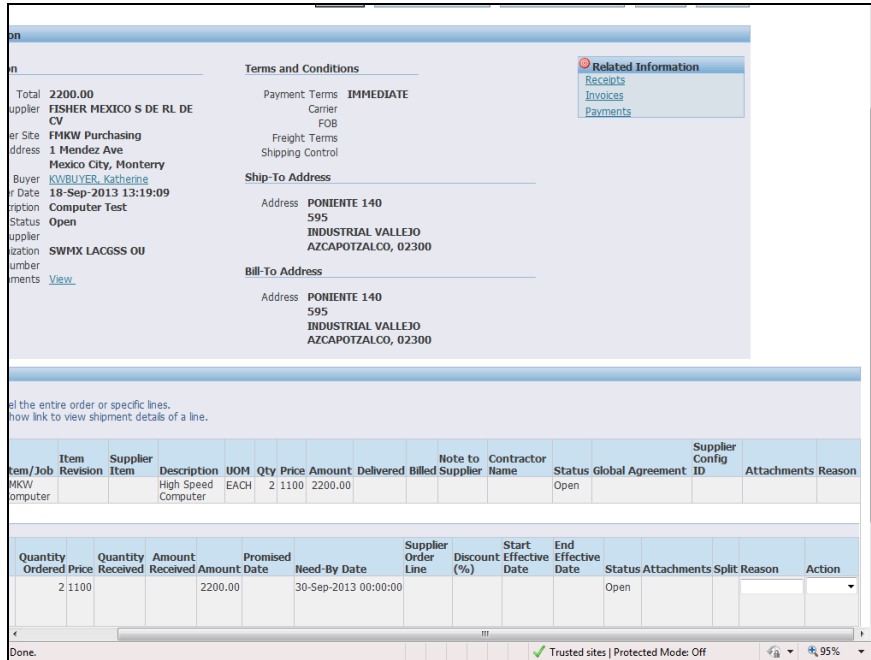
Done

Trusted sites | Protected Mode: Off


95%

Supplier Portal Training Guide

Step	Action
23.	<p>Scroll to the right of the page.</p> <p>Click the Horizontal scrollbar.</p> 



The screenshot displays the Supplier Portal interface. At the top, there's a header with 'en' and 'en'. Below this, the 'Terms and Conditions' section is visible, showing 'Payment Terms: IMMEDIATE', 'Carrier: FOB', 'Freight Terms: Shipping Control', and 'Ship-To Address'. The 'Ship-To Address' is 'PONIENTE 140, 595, INDUSTRIAL VALLEJO, AZCAPOTZALCO, 02300'. There's also a 'Bill-To Address' section with the same address. On the right, a 'Related Information' dropdown menu is open, showing 'Receipts', 'Invoices', and 'Payments'. Below this, there's a table of items. The table has columns: Item/Job, Revision, Supplier, Description, UOM, Qty, Price, Amount, Delivered, Billed, Note to Supplier, Contractor Name, Status, Global Agreement, Supplier Config ID, Attachments, and Reason. The first row shows 'MKV Computer' with a quantity of 2, a price of 1100, and an amount of 2200.00. Below this, there's another table with columns: Quantity Ordered, Price, Quantity Received, Amount Received, Promised Amount, Date, Need-By Date, Supplier Order Line, Discount (%), Start Effective Date, End Effective Date, Status, Attachments, Split Reason, and Action. The first row shows a quantity ordered of 2, a price of 1100, a quantity received of 2, an amount received of 2200.00, a promised amount of 2200.00, a date of 30-Sep-2013 00:00:00, and a status of Open. At the bottom, there's a status bar with 'Done.', 'Trusted sites | Protected Mode: Off', and a zoom level of 95%.

Step	Action
24.	<p>Click the Action drop-down list button.</p> 

Supplier Portal Training Guide

Order Summary

Total: 2200.00

Supplier: FISHER MEXICO S DE RL DE CV

Buyer Site: FHKW Purchasing

Address: 1 Mendez Ave, Mexico City, Monterrey

Buyer: KVBUEYER, Katherine

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

Description: Computer Test

Status: Open

Supplier: SWMX LACGSS OU

Order Number: [View]

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

View the entire order or specific lines. Click here 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
FWKW Computer			High Speed Computer	EACH	2	1100	2200.00					Open				

Quantity Ordered	Price	Quantity Received	Amount Received	Promised Amount	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
2	1100			2200.00	30-Sep-2013 00:00:00					Open			Cancel

Done. Trusted sites | Protected Mode: Off 95%

Step	Action
25.	Click the Cancel list item.

Order Summary

Total: 2200.00

Supplier: FISHER MEXICO S DE RL DE CV

Buyer Site: FHKW Purchasing

Address: 1 Mendez Ave, Mexico City, Monterrey

Buyer: KVBUEYER, Katherine

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

Description: Computer Test

Status: Open

Supplier: SWMX LACGSS OU

Order Number: [View]

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

View the entire order or specific lines. Click here 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
FWKW Computer			High Speed Computer	EACH	2	1100	2200.00					Open				

Quantity Ordered	Price	Quantity Received	Amount Received	Promised Amount	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
2	1100			2200.00	30-Sep-2013 00:00:00					Open			Cancel

Done. Trusted sites | Protected Mode: Off 95%

Supplier Portal Training Guide

Step	Action
26.	Click in the Reason field. <div style="border: 1px solid black; width: 80px; height: 15px; margin-top: 5px;"></div>

The screenshot displays the Supplier Portal interface. At the top, there's a header with 'an' and 'en' tabs. Below this, a summary section shows order details: Total 2200.00, Supplier FISHER MEXICO S DE RL DE CV, Buyer KVBBUYER_Katherine, and Order Date 18-Sep-2013 13:19:09. A 'Terms and Conditions' section lists Payment Terms as IMMEDIATE, Carrier as FOB, and Freight Terms as Shipping Control. A 'Ship-To Address' section shows the address: PONIENTE 140, 595, INDUSTRIAL VALLEJO, AZCAPOTZALCO, 02300. A 'Bill-To Address' section shows the same address. A 'Related Information' sidebar on the right contains links for Receipts, Invoices, and Payments. Below the summary, there's a table with columns: Item/Job, Item Revision, Supplier, Description, UOM, Qty, Price, Amount, Delivered, Billed, Note to Supplier, Contractor Name, Status, Global Agreement, Supplier Config ID, Attachments, and Reason. The first row of data shows 'Computer' with a quantity of 2, a price of 1100, and an amount of 2200.00. The 'Reason' field in this row is highlighted with a 'Reason' button. At the bottom, there's a status bar with 'Done.', 'Trusted sites | Protected Mode: Off', and a zoom level of 95%.

Step	Action
27.	Enter the reason into the Reason field. Enter " No longer in stock ".

Supplier Portal Training Guide

Order Summary
 Total: 2200.00
 Supplier: FISHER MEXICO S DE RL DE CV
 Buyer Site: FFWK 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
 Number: [View](#)

Terms and Conditions
 Payment Terms: IMMEDIATE
 Carrier: FOB
 Freight Terms: Shipping Control

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

Ship-To Address
 Address: PONIENTE 140, 595 INDUSTRIAL VALLEJO, AZCAPOTZALCO, 02300

Bill-To Address
 Address: PONIENTE 140, 595 INDUSTRIAL VALLEJO, AZCAPOTZALCO, 02300


View the entire order or specific lines.
 Click here to view shipment details of a line.

Item/Job	Revision	Supplier	Description	UOM	Qty	Price	Amount	Delivered	Note to Supplier	Contractor	Status	Global Agreement	Supplier Config ID	Attachments	Reason
FWKW			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			onger in stock	Cancel

Done.

Trusted sites | Protected Mode: Off

Step	Action
28.	Scroll to the bottom of the page. Click the Vertical scrollbar. 

Order Summary
 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
 Number: [View](#)

Terms and Conditions
 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

View the entire order or specific lines.
 Click here to view shipment details of a line.

Item/Job	Revision	Supplier	Description	UOM	Qty	Price	Amount	Delivered	Note to Supplier	Contractor	Status	Global Agreement	Supplier Config ID	Attachments	Reason
FWKW			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			onger in stock	Cancel

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[View Change History](#)
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[Finance](#)
[Product](#)
[Intelligence](#)
[Admin](#)
[Home](#)
[Logout](#)
[Preferences](#)
[Help](#)
[Diagnostics](#)

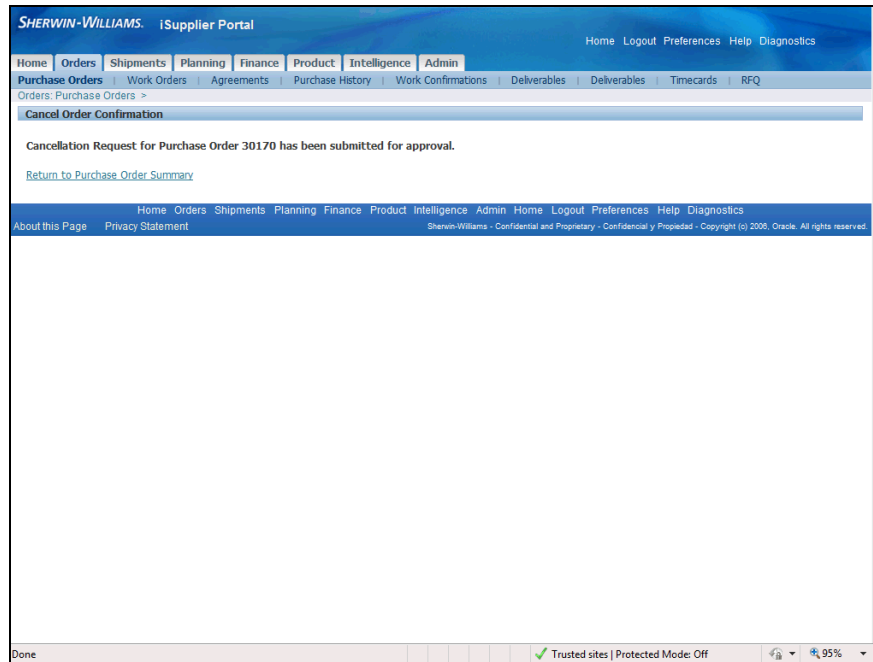
Privacy Statement
 Shannon-Williams - Confidential and Proprietary - Confidential y Propiedad - Copyright (c) 2008, Oracle. All rights reserved.

Done.

Trusted sites | Protected Mode: Off

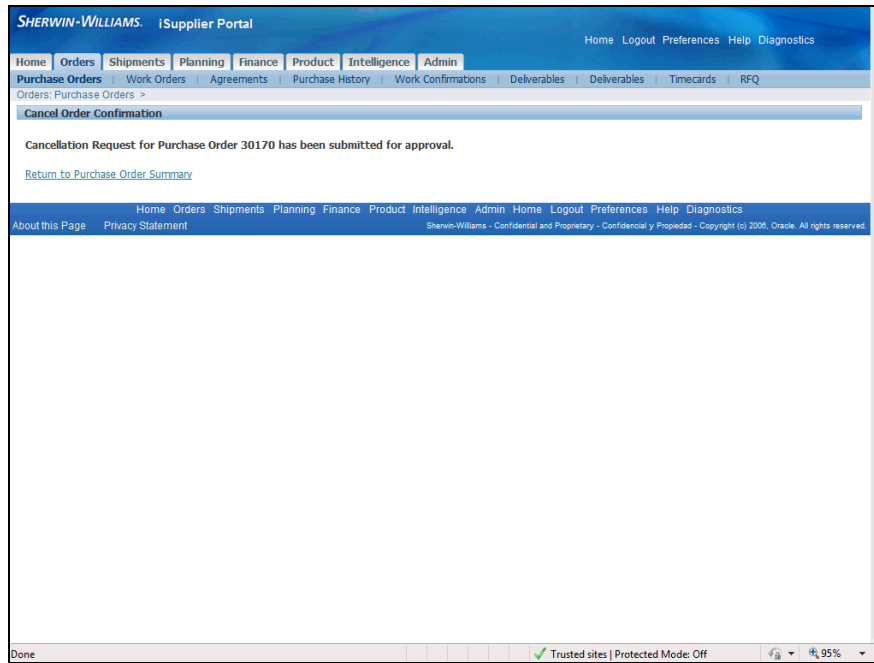
Supplier Portal Training Guide

Step	Action
29.	Click the Submit button. 

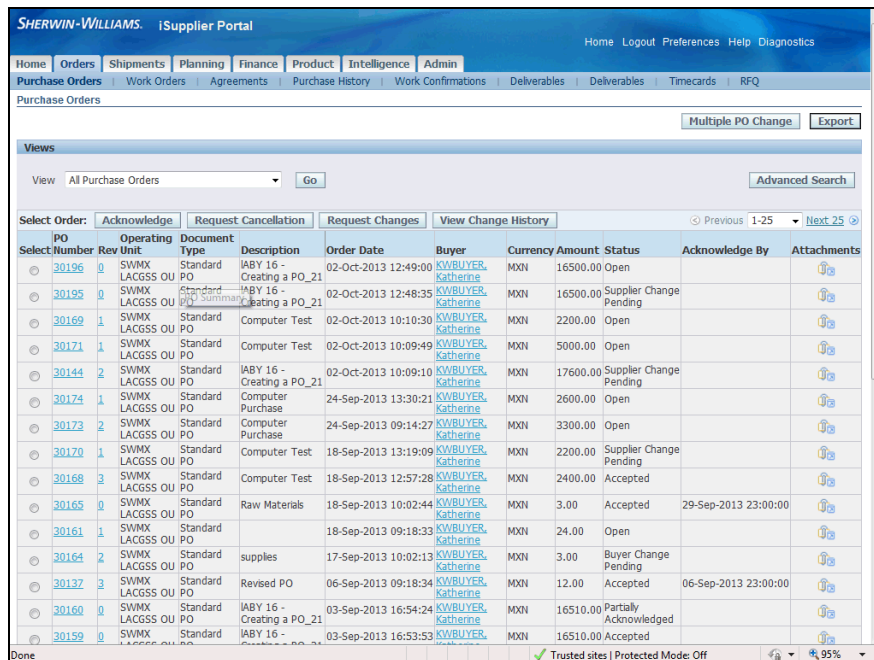


Step	Action
30.	A Cancel Order Confirmation page displays indicating your request has been submitted for approval.

Supplier Portal Training Guide



Step	Action
31.	Click the Return to Purchase Order Summary link. Return to Purchase Order Summary



Supplier Portal Training Guide

Step	Action
32.	Verify the Status of the orders that were changed. The Status is Supplier Change Pending .

PO Number	Rev	Unit	Operating Type	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
30196	0		SWMX	Standard PO	IABY 16 - Creating a PO_21	02-Oct-2013 12:49:00	KWBUYER, Katherine	MXN	16500.00	Open		
30195	0		SWMX	Standard PO	IABY 16 - Creating a PO_21	02-Oct-2013 12:48:35	KWBUYER, Katherine	MXN	16500.00	Supplier Change Pending		
30169	1		SWMX	Standard PO	Computer Test	02-Oct-2013 10:10:30	KWBUYER, Katherine	MXN	2200.00	Open		
30171	1		SWMX	Standard PO	Computer Test	02-Oct-2013 10:09:49	KWBUYER, Katherine	MXN	5000.00	Open		
30144	2		SWMX	Standard PO	IABY 16 - Creating a PO_21	02-Oct-2013 10:09:10	KWBUYER, Katherine	MXN	17600.00	Supplier Change Pending		
30174	1		SWMX	Standard PO	Computer Purchase	24-Sep-2013 13:30:21	KWBUYER, Katherine	MXN	2600.00	Open		
30173	2		SWMX	Standard PO	Computer Purchase	24-Sep-2013 09:14:27	KWBUYER, Katherine	MXN	3300.00	Open		
30170	1		SWMX	Standard PO	Computer Test	18-Sep-2013 13:19:09	KWBUYER, Katherine	MXN	2200.00	Supplier Change Pending		
30168	3		SWMX	Standard PO	Computer Test	18-Sep-2013 12:57:28	KWBUYER, Katherine	MXN	2400.00	Accepted		
30165	0		SWMX	Standard PO	Raw Materials	18-Sep-2013 10:02:44	KWBUYER, Katherine	MXN	3.00	Accepted	29-Sep-2013 23:00:00	
30161	1		SWMX	Standard PO		18-Sep-2013 09:18:33	KWBUYER, Katherine	MXN	24.00	Open		
30164	2		SWMX	Standard PO	supplies	17-Sep-2013 10:02:13	KWBUYER, Katherine	MXN	3.00	Buyer Change Pending		
30137	3		SWMX	Standard PO	Revised PO	06-Sep-2013 09:18:34	KWBUYER, Katherine	MXN	12.00	Accepted	06-Sep-2013 23:00:00	
30160	0		SWMX	Standard PO	IABY 16 - Creating a PO_21	03-Sep-2013 16:54:24	KWBUYER, Katherine	MXN	16510.00	Partially Acknowledged		
30159	0		SWMX	Standard PO	IABY 16 - Creating a PO_21	03-Sep-2013 16:53:53	KWBUYER, Katherine	MXN	16510.00	Accepted		

Step	Action
33.	This task showed you how to cancel a single shipment and an entire order. End of Procedure.