

## How to View Purchase Order Change History

- 1. Log into the **AFL iSupplier Portal**.
- 2. Click on Home Page.

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Generation of the second	PO Approval A PO Approval A	AFL TELE MFG - Standard Purch AFL TELE MFG - Standard Purch	ase Order 681276.0 requires your acce ase Order 681273.0 requires your acce	otance otance	14-Nov-2023 14-Nov-2023			
	PO Approval	AFL TELE MFG - Standard Purch	ase Order 681272.0 requires your acce	otance	14-Nov-2023			

- 3. **Click** on Orders Tab.
- 4. **Select** the PO you want to review.
- 5. **Click** on View Change History.

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Home Orders Shi	pments Finance Product Admin	n Assessments								
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Select Order: Ackn	owledge Request Cancellation	Request Changes Vi	w Change History						O Previous 1-	25 👻 <u>Next 25</u> 📀
Select PO Number	Rev Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
681276	AFL TELE MFG	Standard PO	Workflow Testing	14-Nov-2023 14:56:02		USD	100.00	Requires Acknowledgment	17-Nov-2023 00:00:00	
0 681273	Q AFL TELE MFG	Standard PO	Workflow	14-Nov-2023 14:34:35		USD	100.00	Requires Acknowledgment	24-Nov-2023 00:00:00	
O 681272	Q AFL TELE MFG	Standard PO	Workflow changes	14-Nov-2023 14:27:32		USD	10.00	Requires Acknowledgment	01-Dec-2023 00:00:00	
0 681271	Q AFL TELE MFG	Standard PO	Workflow Supplier side test	14-Nov-2023 13:35:34		USD	100.00	Requires Acknowledgment	24-Nov-2023 00:00:00	
681270	AFL TELE MFG	Standard PO	Workflow supplier changes	14-Nov-2023 13:22:46		USD	100.00	Requires Acknowledgment	01-Dec-2023 00:00:00	
0 681269	Q AFL TELE MFG	Standard PO	Workflow Supplier and Buyer	14-Nov-2023 09:36:59		USD	100.00	Supplier Change Pending	17-Nov-2023 00:00:00	
681264	AFL TELE MFG	Standard PO	Workflow test back up	10-Nov-2023 10:56:30		USD	40000.00	Supplier Change Pending	24-Nov-2023 00:00:00	
0 681266	1 AFL TELE MFG	Standard PO	workflow issue	10-Nov-2023 10:52:22		USD	30000.00	Buyer Change Pending		
0 681265	AFL TELE MFG	Standard PO	workflow	10-Nov-2023 10:02:01		USD	10.00	Requires Acknowledgment		
681261	AFL TELE MFG	Standard PO	Workflow change	10-Nov-2023 08:29:09		USD	1000.00	Requires Acknowledgment	24-Nov-2023 00:00:00	
681256	0 AFLITELE MEG	Standard PO	annrwal hirerarhy test	09-Nov-2023 12:38:52		ISD	40000.00	Remires &rknowlednment	01-Dec-2023-00:00:00	

6. The below screen will show all the modifications made to the PO. The *green star* indicates where the modification took place.

Orders: Purchase Orders >										
Change History for Standard Purchase Order: 681244										
Currency=USD										Ok
The Indicates new values										- OR
industries interview waters industries cancellation										
Supplier	Price	1		Start	End	Supplier Order	Supplier Order	Additional	Cancellation	
Details Request Date Line Shipment Item Item Description	Qty UOM Rate	Amount Promised Date	Need-By Date	Date I	Date	Number	Line Number	Changes	Split Request	Response
Hide 05-Nov-2023 13:49:49 2 1	Meter	29-Dec-2023 13:49:35	29-Dec-2023 00:00:00	)					No No	Accepted
		_	-			10.				
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Response Reason										
Hide 05-Nov-2023 13:49:49 1 1	Meter	08-Dec-2023 13:49:3	308-Dec-2023 00:00:00	)					No No	Accepted
Requested By		_		R	esponde	d By				
Change Reason Change				Re	sponse	Date 05-Nov-2	2023 13:51:42			
Response Reason										
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