

## Making Revision Request for Open Order

Purchase order, for which a revision request is to be made, is selected. "Revise" button is clicked.

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Home	Order Portal													
Order Portal														
Selection														^
Purchase (	Order No:	♦	đ	\$										11
Purchasir	g Group:	۵ 🗌	đ	۵										
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	Supplier:	32005	30020											
Sub	Supplier:	<	-C	\$										
	Material:	♦	Û											
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Company Deliv	ery Date:	<	То То	1										
m Search Clear Selections														
🕹 Approve 🖉 Revise 🗙 Cancel Order Item 🔒 Purchase Order Form														
Pending Approval(41) Pending Shipment Shipped Aksa Revision Requests Supplier Revision Requests Supplier Cancels All Orders														
Item Details														
C Refresh	Exc	el'e aktar												
Purcha	se Order No	Item No	Invoiced Company	Vendor Name	Delivery Date	Material	Short Text	Quantity	Base Unit	Net value	Price unit	Currency	Payment Term Text	
430048	7786	00010	AKSA JENERATÖR A.Ş.	TREDAŞ TRAKYA ELEK.DAĞ.A.Ş.	24.10.2019	100000603	LVD POS CABLE 63700072	110	PCS	150,00	1	TRY	PEŞİN	
430048	7793	00010	AKSA JENERATÖR A.Ş.	TREDAŞ TRAKYA ELEK DAĞ.A.Ş.	24.10.2019	100000603	LVD POS CABLE 63700072	110	PCS	150,00	1	TRY	PEŞİN	~

Due date lines to be Revised are changed in the pop-up window, after Reason for Revision is selected, "Revise" button can be clicked.



After this step, the relevant purchase order will be displayed in "Supplier Revision Requests" tab. If purchase manager approves your revision request, it will be displayed in "Pending Dispatch" tab, if it is rejected, it will be displayed in "Pending Approval" tab.