iSupplier Portal

Updated 6/24/2021





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Memphis Light Gas and Water Division's iSupplier User Guide

In order to conduct business with Memphis Light Gas and Water Division, a user guide has been developed to outline steps for suppliers to utilize throughout the eProcurement system. The eProcurement system allows suppliers to have access to two (2) applications: **iSupplier Portal Full Access** and **Sourcing Supplier**. The training guide will cover how to engage with both applications.

The **iSupplier Portal Full Access** application allows suppliers to access purchase order, shipment, receipt, invoice (for Purchasing area purchase orders only), and payment history. Additionally, it allows suppliers to manage their supplier record with pertinent business information, such as address and contact information.

The **Sourcing Supplier** application allows suppliers to respond to open requests for quotations and view the status of past request for quotation responses. Accessing the iSupplier Portal: In order to access the MLGW iSupplier Portal system, you must have an internet account and be logged on to the internet in order to access the iSupplier Portal Full Access or Sourcing Supplier. Note: Using Internet Explorer version 10 or newer is the minimum requirement.

Logging into the Supplier portal

There are two (2) log-in options:

- 1. Existing Supplier Registration (currently have an existing account assigned for the iSupplier Portal. Suppliers will have a log-in and password)
 - Enter the following link into an open web browser in the address field: https://suppliers.mlgw.org/. Enter your account log-in and password and select Login.
- 2. New Supplier Registration (currently do not have an existing account assigned for the iSupplier Portal.)
 - Click the attached link to be directed to the registration web browser: New Supplier Registration. This link can also be found on the MLGW Procurement and Contracts Management website located at www.mlgw.com/bids. Complete the requested information to receive an account log-in and password.

Within the module, you will learn how to

- Register as a Supplier
- Manage Supplier Profile
- Submitting a Qutoe & PO Change Request



Registering as a Supplier

In this section you will learn:

• How to register as a supplier



Registering as a MLGW Supplier

Procedure

Suppliers needing access to MLGW's iSupplier Portal must register. Registration can be done through <u>https://www.mlgw.com/</u> or MLGW personnel will send prospective suppliers an invitation.



Step	Action
1.	On <u>https://www.mlgw.com/</u> , scroll down to the bottom of the page,
	Click the scrollbar.
2.	Click the Purchasing/Contracting link. Purchasing/Contracting
3.	On this page, scroll down to the bottom of the page.
	Click the scrollbar.
4.	Click the MLGW iSupplier Portal - (New Supplier) link.
	MLGW iSupplier Portal - (New Suppliers)
5.	On this page, suppliers will have to provide company and contact details.



TST39 ISupplier EBS 1	
Basic Information Prospective Supplier Registration	Company Details
* Indicates required field	
Blank label for instruction text	
Company Details	
At least one tax id is required to be able to complete t	e registration request.
* Company Name	
Tax Country	ے لیے ا
Tax Registration Number	where provided, the tax country will be used to validate the format of the Tax Registration number and/of Taxpayer iD.
Taxpayer ID	
DUNS Number	
Contact Information	
Blank label for instruction text	
* Email	
First Name	
* Last Name	
Phone Number	
Phone Extension	
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Step	Action
6.	Click in the Company Name field. * Company Name
7.	Enter the desired information into the Company Name field. Enter "EK Media Firm". * Company Name
8.	Click in the Search and Select: Tax Country field.
9.	Enter the desired information into the Search and Select: Tax Country field. Enter " United States ".
10.	Click the United States cell. United States US
11.	Enter the desired information into the Taxpayer ID field. Enter " 45-123456 ". Taxpayer ID



TST39 ISupplier EBS 12.2	.9 iSupplier Portal] 🗘
Basic Information	Company Details	
Prospective Supplier Registration		Continue
* Indicates required field		
Blank label for instruction text		
Company Details		
At least one tax id is required to be able to complete the r	egistration request.	
* Company Name	EK Media Firm	
Tay Country	United States	
Tax country	Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.	
Tax Registration Number		
Taxpayer ID	45-123456 ×	
DUNS Number		
Contact Information		
Blank label for instruction text		
* Email		
First Name		
* Last Name		
Phone Area Code		
Phone Number Bhone Extension		
Findle Extension		
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Step	Action
12.	Click in the E-mail field.
	* Email

TST39 ISupplier EBS 12.2	.9 iSupplier Portal	· · · 🔅
Basic Information Prospective Supplier Registration	Company Details	Continue
* Indicates required field Blank label for instruction text		
Company Details		
At least one tax id is required to be able to complete the r	egistration request.	
* Company Name	EK Media Firm	
Tax Country	United States 🔄 🔍	
	Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.	
Tax Registration Number	45-122456	
Taxpayer ib	40-120400	
DUNS Number		
Contact Information		
Blank label for instruction text		
* Email		
First Name		
* Last Name		
Phone Area Code		
Phone Number Phone Extension		
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Step	Action
13.	Enter the desired information into the Email field. Enter " contact@company.com ".
14.	Click in the First Name field. First Name
15.	Enter the desired information into the First Name field. Enter " Sales ".
16.	Click in the Last Name field. * Last Name
17.	Enter the desired information into the Last Name field. Enter "Consulate". * Last Name
18.	Click in the Phone Area Code field. Phone Area Code
19.	Enter the desired information into the Phone Area Code field. Enter "901". Phone Area Code
20.	Click in the Phone Number field. Phone Number
21.	Enter the desired information into the Phone Number field. Enter " 555-8971 ". Phone Number
22.	Click the Continue button.
23.	On this page, address information can be added for the supplier.
24.	Within the Address Book section, Click the Create button. Create
25.	Provide a name for the address. Click in the Address Name field. Address Name
26.	Enter the desired information into the Address Name field. Enter "Memphis".
27.	Click in the Address Line 1 field. * Address Line 1
28.	Enter the desired information into the Address Line 1 field. Enter "4567 Company Way". * Address Line 1



Step	Action
29.	Click in the City/Town/Locality field. City/Town/Locality
30.	Enter the desired information into the City/Town/Locality field. Enter "Memphis". City/Town/Locality
31.	Click in the State/Region field. * State/Region
32.	Enter the desired information into the State/Region field. Enter " TN ".
33.	Click in the Postal Code field. Postal Code
34.	Enter the desired information into the Postal Code field. Enter " 38127 ".
35.	Click in the Phone Area Code field. Phone Area Code
36.	Enter the desired information into the Phone Area Code field. Enter "901". Phone Area Code
37.	Click in the Phone Number field. Phone Number
38.	Enter the desired information into the Phone Number field. Enter " 555-7841 ". Phone Number
39.	Click in the Fax Area Code field. Fax Area Code
40.	Enter the desired information into the Fax Area Code field. Enter "901". Fax Area Code
41.	Click in the Fax Number field. Fax Number
42.	Enter the desired information into the Fax Number field. Enter "555-7845". Fax Number
43.	Click the Purchasing Address option. Purchasing Address
44.	Click the Payment Address option. Payment Address
45.	Click the Apply button.
46.	Additional contacts can be added by click on the Create button within the Contact Directory section.



Step	Action
47.	Click the Submit button. Submit
48.	The registration has been sent and must be approved by MLGW personnel.
49.	You have successfully completed the Registering as a MLGW Supplier topic.
	For technical help, please contact the MLGW Service Desk at 901-729-8416 or by email at ServiceDesk@MLGW.org. End of Procedure.



Managing Supplier Profile

In the section, you will learn how to

- Manage Address Book
- Add Contacts
- Add Business Classifications
- Add Products and Services (NIGP Codes)
- Add Banking Details



Managing Address Book

Supplier can add addresses for each company location if needed.

In this topic, you will manage/update the address book.

For technical help, please contact the MLGW Service Desk at 901-729-8416 or by email at ServiceDesk@MLGW.org.

Procedure

The purpose of this topic is to show you how to manage address books.

MLGW	TST39 ISupplier EBS 12.2.9 😿 🔅		Logged In As	?	ሳ
Home					
MLGW Servic	ce Desk - Submit request for assistance.				
MLGW Servic	ce Desk Instructions				
Worklist			Favorites		
		Full List (11)	No. based and a first days for		
Ep 🥔		Rows 1 to 11	1 You have not selected any favorites. Please set up your favorites by clicking on Manage Favorites under the Favorites button on top.		ip ider
From Kirby, Eleazar	Subject Commons. Prease асклюжение плетк то разворате и год то то 22200 (Denice RFI)	Sent 11-Jun-2021			
Moore, Te'	Memphis Light Gas and Water Division - Standard Purchase Order 7025221, 0	10-Jun-2021	MLGW Intranet Links MI GW Human Resources Policy Manual		
Mitchell, Camela	Memphis Light Gas and Water Division - Standard Purchase Order 7025210, 0	27-May-2021	Labor Relations Bulletin		
slick,	Memphis Light Gas and Water Division - Standard Purchase Order	26-May-2021	Memorandum of Understanding		
ThP Delegation Rules - Redirect or auto-respond to notifications.		MLGW Data Warehouse MLGW Intranet Home Page			
Oracle Data Owners Responsibility Report Navigator MLGW Employee Separation Protocol					
iSupplie Sourcir	er Portal Full Access Please select a responsibility. ng Supplier press: 1.1.0 / Licensed for Print: False / Licensed for Preview: False / Er	nabled: False			
	-			Diagnostic Cor	isole
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Step	Action
1.	Begin by navigating to the iSupplier Home page.
	Click the iSupplier Portal Full Access link.
2.	Use the iSupplier Home page to review and drill down to your notifcations, purchase orders, and/or PO shipment information.

Orders Shipments Finance Administration Search PO Number © Image: Search PO Number Image: Search Image: Search Politications Date Image: Search Date Date	Logged In As	Portal	9 iSupplier I	TST39 ISupplier EBS 12.2.9	MLGW	
Search PO Number Go Image: Search PO Number Full List Subject Date △ Date △ Reminder: Please achnowledge intent to participate in RF1 1132238 (Demo RF1 01132410 113-Jun-2021 113-410 Memphis Light Gas and Water Division - Standard Purchase Order 70252210 10-Jun-2021 113-410 Acknowledgement Required: Amendment 1 to RF1 1132234 (Test RF1) 08-Jun-2021 113-110 Memphis Light Gas and Water Division - Contract Purchase Agreement 7025213.0 01-Jun-2021 110-122 Table Diagnostics Forders At A Glance Full List PO Number Description 10-Jun-2021 114-33 7025213 C1230 - Chiller 01-Jun-2021 114-33 7025213 C1230 - Chiller 01-Jun-2021 114-33 7025214 Unassigned PO 27-May-2021 110-705 7025219 Non catalog for WO 26-May-2021 14-0158				Shipments Finance Administration	plier Home Orders	
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Subject Date Reminder: Please acknowledge intent to participate in RFI 1132238 (Dermo RF) 11.Jun-2021 113.41.0 Memphils Light Gas and Water Division - Standard Purchase Order 7025221, 0 10.Jun-2021 113.41.0 Memphils Light Gas and Water Division - Standard Purchase Order 7025221, 0 10.Jun-2021 113.41.0 Memphils Light Gas and Water Division - Standard Purchase Agreement 7025213, 0 10.Jun-2021 113.41.0 Memphils Light Gas and Water Division - Contract Purchase Agreement 7025213, 0 01.Jun-2021 110.42 Table Diagnostics Verter State Stat	- Agreemente					
Close Description Order Date Poil Description Order Date Full List Poil Description Order Date Poil Poil District 01-Jun-2021 11/14/3/33 Poil Poil Description Order Date Poil Poil District 01-Jun-2021 11/10/3/58 Poil Poil District 01-Jun-2021 11/10/3/58 Poil Poil District 01-Jun-2021 11/10/158 Poil Poil District 01-Jun-2021 11/10/158 Poil	• Agreenteins	Date <			Subject	
Memphis Light Gas and Water Division - Standard Purchase Order 7025221, 0 10-Jun-2021 11:43:4 Closed Early: RFI 1132237 (Test RFP) 10-Jun-2021 11:14:3:4 Acknowledgement Required. Amondment 10 RFI 1132234 (Test RFI) 00-Jun-2021 11:14:3:4 Memphis Light Gas and Water Division - Contract Purchase Agreement 7025213, 0 01-Jun-2021 11:14:3:4 Table Diagnostics Full List Corders At A Glance Full List PO Number Description Order Date 7025213 C1230 - Chiller 01-Jun-2021 11:03:58 7025212 Blanket PO 27-May-2021 11:07:05 7025219 Unassigned PO 27-May-2021 11:07:05 7025209 Non catalog for WO 26-May-2021 20:14:01:58	Purchase Orders	11-Jun-2021 1	238 (Demo RFI)	Subject Reminder Please acknowledge intent to participate in RFI 1132238 (Demo RFI)		
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Orders At A Glance Full Lie PO Number Description Order Date 7025221 10-Jun-2021 11/3/33 7025213 C1230 - Chiller 01-Jun-2021 11/0/358 7025214 Blanket PO 27-May-2021 11/0/75 7025210 Unassigned PO 27-May-2021 11/0/75 7025209 Non catalog for WO 26-May-2021 14/01/58	Returns				1	
PO Number Description Order Date 7025221 10-Jun-2021 11/3.33 7025213 C1230 - Chiller 01-Jun-2021 11/0.358 7025214 Blanket PO 27-May-2021 11/0.705 7025210 Unassigned PO 27-May-2021 11/0.16.17 7025209 Non catalog for WO 26-May-2021 14/0.158	On-Time Performance			Glance	🕒 Orders At A	
PO Number Description Order Date 7025221 10-Jun-2021 11:43:33 7025213 C1230 - Chiller 01-Jun-2021 11:03:58 7025212 Blanket PO 27-May-2021 11:07:05 7025210 Unassigned PO 27-May-2021 11:07:05 7025210 Unassigned PO 27-May-2021 11:07:05 7025209 Non catalog for WO 26-May-2021 14:01:58	Invoices					
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Lable Liladnostics			20 may 2021 14.0	Hon calaing for HO	Table Diagnostics	
Tuble blughtorica					rusie biagnosues	
	Diagnostic Console					

Step	Action
3.	Click the Administration tab.
4.	Use the Admin tab to manage supplier business profile information such as addresses/locations, contacts, business classifications, products and services, banking information, and payment and invoicing options.



	5739 19	Supplier I	EBS 12	.2.9		*	Logged In As			
Supplier Home Orders Ship	ments Fi	nance Adm	inistratio	n						
Profile Management										
General	Gene	ral								
Company Profile		Orga	nization	Name COMPAN	IY PROFILE	D	UNS Number			
company r rome		Su	pplier Nu	mber 12345		Tax Registra	tion Number	2456799		
Organization Parent		Parent	Supplier	Name		Country of Tax	Registration	5450785		
Address Book		Parent Su	pplier Nu	imber						
Contact Directory	Attach	nments								
Business Classifications	Search									
Product & Services	Note that	t the search is	case inse	ensitive						
Banking Details	Title	w More Searc	h Options	G	0					
Payment & Invoicing	-									
Suprave	Add A	ttachment	1							
Guiveys	Seq 🛆	Title 🛆	Туре 🛆	Description $ riangle$		Last Updated By 🛆	Last Updated 🛆	Usage 🛆	Update	De
	1	W-9	File		Supplier	DLSINCLAIR@BDNLLC.COM	14-Sep-2017	One-Time	1	1
	2	Certifications	File		From Supplier	DLSINCLAIR@BDNLLC.COM	08-Nov-2017	One-Time	1	1
	3	WBE	File		From Supplier	DLSINCLAIR@BDNLLC.COM	14-Sep-2017	One-Time	1	1
	4	TMSDC	File		From Supplier	DLSINCLAIR@BDNLLC.COM	14-Sep-2017	One-Time	1	1
	Table	Diagnostics								

Step	Action
5.	Click the Organization link. Organization
6.	Use the Organization page to define general supplier organization information.
7.	Click the Address Book link. Address Book
8.	Use the Address Book page to manage supplier addresses/locations.



	ST39 ISupplier EE	3S 12.2.9 iSupplier Port	tal 📩		Logged In As	•
Supplier Home Orders Ship	oments Finance Admin	istration				
Profile Management						
General	Address Book					
Company Profile	Create •••					
	Address Name 📥	Address Details	Country $ riangle$	Update	Remove	
Organization	MEMPHIS	2165 TROYER AVE MEMPHIS, TN 38114-4841	United States	1	ī	Table Diagnostics
Address Book	RJE Testing	123 Crowded Lane Memphis 38109	United States	1	Î	
Contact Directory Business Classifications Product & Services Banking Details Payment & Invoicing Surveys						Diagnostic Console
Convriett (c) 1998, 2020, Oracle and/or	ils affiliates. All richts reserved. I	About this Page Privacy Statement				

Step	Action
9.	Click the Create button to add locations, addresses, branches, etc.
	Create

	TST39 ISupplie	r EBS 12.2.9	iSupplier Portal	×		Logged In As		
Administration: Profile Mar Create Address	nagement: Address Book >						Cancel	Save
* Indicates required field								
Suppli	BRIGHTER DA	YS AND	Supplier Number	er 14638				
* Address Name			Phone Area Code					
Country	United States		Phone Number					
* Address Line 1			Fax Area Code					
Address Line 2			Fax Number					
Address Line 3			Email Address					
Address Line 4				Durol	hasing Addr			
City/Town/Locality						655		
County					Only Address	5		
State/Region					Only Addres	55		
* Province								
Postal Code								
Address Purpose								
+								
Purpose		Remove						
No results found.								
Table Diagnostics								
Note								
Note								
Include an notes to be	y additonal details about the add	Iress such as the type of an nging address information.	ddress. This will be visible to oth	er buyers with	in your organi	zation as well as to the	supplier. Also, includ	e brief
							Diagnostic Co	onsole



Step	Action
10.	Click in the Address Name field.
11	
11.	Address Name defines the name of the "City" in which the Purchasing Address or Payment Address corresponds.
	Examples: If doing business with MLGW's Purchasing Department, an Address Name will need to be entered. The Address Name in the example is Nashville.
	Purchasing Address is the name of the city in which the business is physically located.
	Payment Address is the name of the city in which "Payment" for goods/services should be sent.
	If the Address Name (Name of City) is different for the purchasing address or payment address, there should be an additional Address Name applied to the record/account.
	NOTE: If doing business with MLGW's Contract Department, the Address Name will always be POR (Pay On Receipt). This enables faster payment of invoices for contracts.
	* Address Name
12.	If needed, click the drop down and select the country of the address provided.
	For this example, United States will be used.
13.	Click in the Address Line 1 field. * Address Line 1
14.	Enter the desired information into the Address Line 1 field.
	For this example, enter "6785 Royalty Way".
	Enter additional information in the remaining Address Line fields 2-4. Address Line 1
15.	Click in the City/Town/Locality field. City/Town/Locality
16.	Enter the desired information into the City/Town/Locality field.
	For this example, enter "Nashville".



Step	Action
17.	Click in the Postal Code field.
	Postal Code
18.	Enter the desired information into the Postal Code field.
	For this example, enter "37865".
	* Postal Code
19.	You can enter additional address information, phone numbers, and/or fax numbers if desired.
	Click the Save button.
20.	Several addresses can be created as need by clicking the Create button again.
21.	You have successfully completed the Managing Address Book topic.
	For technical help, please contact the MLGW Service Desk at 901-729-8416 or by email at ServiceDesk@MLGW.org.
	End of Procedure.



Adding Business Classifications

Suppliers can update and modify their business classification certifications.

In this topic, you will add business classifications to the supplier profile.

For technical help, please contact the MLGW Service Desk at 901-729-8416 or by email at ServiceDesk@MLGW.org.

Procedure

The purpose of this topic is to show you how to add business classifications.

MLGW	TST39 ISupplier EBS 12.2.9 🗶 🌣			ogged In As 💡 🔱
Home				
MLGW Servic	e Desk - Submit request for assistance. e Desk Instructions			
Worklist				Favorites
E7 Ø		Full List (1 Rows 1 to 1	11) 11	You have not selected any favorites. Please set up your favorites by clicking on Manage Favorites under
From Kirby, Eleazar	Subject Trease acknowledge intent to paracipate in rol 11132230 (Denio RFI)	Sent 스 11-Jun-2021	•	the Favorites button on top.
Moore, Te'	Memphis Light Gas and Water Division - Standard Purchase Order 7025221, 0	10-Jun-2021		MLGW Intranet Links MLGW Human Resources Policy Manual
Camela Eslick,	Memphis Light Gas and Water Division - Standard Purchase Order 7025210, 0 Memphis Light Gas and Water Division - Standard Purchase Order	27-May-2021 26-May-2021	~	Labor Relations Bulletin Memorandum of Understanding
♂ TIP <u>Delegation</u> Table Diagnos Navigator	on Rules - Redirect or auto-respond to notifications. stics			MLGW Data Warehouse MLGW Intranet Home Page Oracle Data Owners Responsibility Report MLGW Employee Separation Protocol
AventX Print X	or Portal Full Access Please select a responsibility. g Supplier press: 1.1.0 / Licensed for Print: False / Licensed for Preview: False / En	abled: False]	Diagnostic Console
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Step	Action
1.	Begin by navigating to the iSupplier Home page.
	Click the iSupplier Portal Full Access link.
2.	Use the iSupplier Home page to review and drill down to your notifcations, purchase orders, and/or PO shipment information.



		and a second			
lier Home Orders	Shipments Finance Adminis	stration			
Search PO Num	ber	Go			
Notificatio	ns			O -stars	
	10			Orders	
			Full List	Agreements	
Subject			Date 🛆	Purchase Orders	
Reminder: Please acknowledge intent to participate in RFI 1132238 (Demo RFI)			11-Jun-2021 13:41:00	Purchase History	
Memphis Light Gas and Water Division - Standard Purchase Order 7025221, 0			10-Jun-2021 11:43:44	Shipments	
Closed Early: RFI 1	132237 (Test RFP)		10-Jun-2021 10:18:45		
Acknowledgement F	Required: Amendment 1 to RFI 1132	2234 (Test RFI)	08-Jun-2021 15:21:45	Overdue Receipts	
Memphis Light Gas	and water Division - Contract Purch	hase Agreement 7025213, 0	01-Jun-2021 11:04:26	Receipts	
Table Diagnostics				Receipts	
				Returns	
Contana AA	A Clance			On-Time Performance	
Urders At	A Glance			Invoices	
			Full List		
PO Number	Description	Order Date		• Invoices	
7025221		10-Jun-2021 11:43	:33	Fayments	
7025213	C1230 - Chiller	01-Jun-2021 11:03	:58	Payments	
7025212	Blanket PO	27-May-2021 11:07	:05		
7025210	Unassigned PO	27-May-2021 10:10	5:17		
7025200	Non catalog for WO	26-May-2021 14:01	1:58		
1023209					

Step	Action
3.	Click the Administration tab. Administration
4.	Use the Admin tab to manage supplier business profile information such as addresses/locations, contacts, business classifications, products and services, banking information, and payment and invoicing options.



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Organization		Parent !	Supplier 1	Name		Country of Tax	Registration	19/19/4		
Address Book		Parent Su	pplier Nu	mber			5			
Contact Directory	Attach	ments								
Business Classifications	Search									
Product & Services	Note that	the search is	case inse	ensitive						
Banking Details	Title ▶ Sho	w More Searc	h Options	G	D					
Payment & Invoicing	,									
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	1	W-9	File		From Supplier	DLSINCLAIR@BDNLLC.COM	14-Sep-2017	One-Time	1	Ĩ
	2	Certifications	File		From Supplier	DLSINCLAIR@BDNLLC.COM	08-Nov-2017	One-Time	1	ť
	3	WBE	File		From Supplier	DLSINCLAIR@BDNLLC.COM	14-Sep-2017	One-Time	1	t
	4	TMSDC	File		From Supplier	DLSINCLAIR@BDNLLC.COM	14-Sep-2017	One-Time	1	t
	Table I	Diagnostics								

Step	Action
5.	Click the Business Classifications link. Business Classifications
6.	Use the Business Classification page to define any applicable business classifications for the supplier. You should complete all certifications that apply.



MLGW	5T39 ISupplier I	EBS 12.2.	9 iSupplier Portal	★ 🔎	Logged In As
upplier Home Orders Shipr	ments Finance Adm	ninistration			
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Organization	Certification				
Address Rook			the electrification below and they are	current and accurate	
Address Dook		nave reviewed	a the classification below and they are	current and accurate.	
Contact Directory	Last Certified	17-Jun-2021	By Antionette McCracken		
	Column a state of	1 47 1			
Business Classifications	s TIP Date format	example: 17-Ju	ın-2021		
Business Classifications	s IP Date format	example: 17-Ju	un-2021		Previous 1 - 15 Ne Ne
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Business Classifications Product & Services Banking Details	Classification Local Small Business	Applicable	an-2021 Minority Type	Certificate Number	Previous 1 - 15 Ne r Certifying Agency Expiration D
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Business Classifications Product & Services Banking Details Payment & Invoicing Surveys	Classification Local Small Business Minority Owned Women Owned Of Alaskin Native Corporation Owned Firm 12 Local Government	Applicable	m-2021 Minority Type	Certificate Number	4 Previous 1-15 V Ne
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Step	Action
7.	Click the I certify that I have reviewed the classification below and they option to allow Oracle to send an email to the company when certifications are about to expire.
8.	Click the desired Classification option. For this example, click the " Minority Owned " option. Minority Owned
9.	Click the Minority Type list. Minority Owned
10.	Click the desired Minority Type list item. For this example, click " Black African American Female ". Black African American Female
11.	Click in the Certificate Number field. Minority Owned Image: Comparison of the second sec
12.	Enter the desired information into the Certificate Number field. For this example, enter " 289876 ". Minority Owned



Step	Action
13.	Tab to the Certifying Agency field.
	Press [Tab].
14.	Enter the desired information into the Certifying Agency field.
	For this example, enter "MMBC".
15.	Tab to the Expiration Date field.
	Press [Tab].
16.	Click the Expiration Date LOV button.
	Minority Owned 🗹 Black African American Female 💟 289876 MMBC

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Contact Directory	Last Certified	27-May-20	21 By Antionette McCracker	n i									
Contact Directory													
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Step	Action
17.	Click the Year list.
18.	Click the desired Year list item. For this example, click "2023".



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Step	Action
19.	Click the Month list.

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Step	Action
20.	Click the desired Month list item.
	For this example, click " November ".

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Step	Action
21.	Select the desired Date link.
	For the example, click "10".
22.	If there are other business classifications that apply to the company, they can be entered as well.
23.	Click the Save button.
24.	You have successfully completed the Adding Business Classifications topic.
	For technical help, please contact the MLGW Service Desk at 901-729-8416 or by email at ServiceDesk@MLGW.org. End of Procedure.



Adding Products (NIGP) Codes

Supplier can add and remove NIGP codes within their supplier profile.

In this topic, you will add a product code to a supplier.

For technical help, please contact the MLGW Service Desk at 901-729-8416 or by email at ServiceDesk@mlgw.org (<u>mailto:ServiceDesk@mlgw.org</u>).

Procedure

The purpose of this topic is to show you how to add product codes.

Home			
MLGW Servi	ce Desk - Submit request for assistance.		
MLGW Servi	ice Desk Instructions		
Worklist			Favorites
		Full List (11)	
E7 🖉		Rows 1 to 11	You have not selected any favorites. Please set up your favorites by clicking on Manage Favorites under
From Kirby, Eleazar	Subject Centilinee. Prease асклюженде плети то рапосрате на рога стояхоо (слети RFI)	Sent △ 11-Jun-2021	the Favorites button on top.
Moore, Te'	Memphis Light Gas and Water Division - Standard Purchase Order 7025221.0	10-Jun-2021	MLGW Intranet Links MLGW Human Resources Policy Manual
Mitchell, Camela	Memphis Light Gas and Water Division - Standard Purchase Order 7025210.0	27-May-2021	Labor Relations Bulletin
Eslick,	Memphis Light Gas and Water Division - Standard Purchase Order	26-May-2021	Memorandum of Understanding
			MLGW Data Warehouse
Table Diago	ion Rules - Redirect or auto-respond to notifications.		MLGW Intranet Home Page
Tuble blugh	00000		Oracle Data Owners Responsibility Report
Navigato	r		MLGW Employee Separation Protocol
- iSuppl	Please select a responsibility		
1.511001	iller Portai Full Access	I	

Step	Action
1.	Begin by navigating to the iSupplier Home page.
	Click the iSupplier Portal Full Access link.
2.	Use the iSupplier Home page to review and drill down to your notifcations, purchase orders, and/or PO shipment information.



plier Home Orders	Shipments Finance Adminis	stration				
Search PO Num	ber 💌	Go				
Notificatio	ns			Orders		
			Full Liet	demonstra		
Subject			Data o	Agreements		
Subject Reminder Please s	cknowledge intent to participate in F	2EI 1132228 (Demo DEI)	11- lup-2021 12:41:00	Purchase Orders		
Memphis Light Gas	and Water Division - Standard Purd	hase Order 7025221 0	10- Jun-2021 11:43:44	Purchase History		
Closed Early: RFI 1	132237 (Test REP)		10-Jun-2021 10:18:45	Shipments		
Acknowledgement	Required: Amendment 1 to RFI 1132	234 (Test RFI)	08-Jun-2021 15:21:45	Overdue Receipts		
Memphis Light Gas	and Water Division - Contract Purch	ase Agreement 7025213, 0	01-Jun-2021 11:04:26	Receipts		
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PO Number	Description	Order Date		Payments		
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7025213	C1230 - Chiller	01-Jun-2021 11:0	3:58	Payments		
7025212	Blanket PO	27-May-2021 11:0	17:05			
/025210	Unassigned PO	27-May-2021 10:	10:17			
1020210						

Step	Action
3.	Click the Administration tab.
4.	Use the Admin tab to manage supplier business profile information such as addresses/locations, contacts, business classifications, products and services, banking information, and payment and invoicing options.



	139 15	Supplier E	185 12	.2.9		* 🔎	Logged In As			
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Address Book		Parent Su	pplier Nu	mber		country or ran	Regionation			
Contact Directory	Attack	nments								
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Payment & Invoicing	Add (Attachment	1							
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	1	W-9	File		From Supplier	DLSINCLAIR@BDNLLC.COM	14-Sep-2017	One-Time	1	
	2	Certifications	File		From Supplier	DLSINCLAIR@BDNLLC.COM	08-Nov-2017	One-Time	1	
	3	WBE	File		From Supplier	DLSINCLAIR@BDNLLC.COM	14-Sep-2017	One-Time	1	
	4	TMSDC	File		From Supplier	DLSINCLAIR@BDNLLC.COM	14-Sep-2017	One-Time	1	

Step	Action
5.	Click the Product & Services link. Product & Services
6.	Use the Products and Services page to define specific products and services that the supplier can supply.



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Supplier Home Orders Shipn	nents	Financ	e Administration			
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General	Pro	duct	s and Services			
Company Profile						
Organization	Re	move	Add		Previous	1 - 10 🔽 Next 10 🕨
Address Death		Code	Products and Services	Date Added	Approval Status	View Sub-Category
Address Book		91468	PLUMBING	15-Sep-2017	Approved	
Contact Directory		91461	PAINTING AND WALLPAPERING	15-Sep-2017	Approved	
Business Classifications		91479	STRUCTURAL AND REINFORCEMENT STEEL	15-Sep-2017	Approved	
Product & Services		40034	CASTINGS, FERROUS AND NON-FERROUS ALLOY	15-Sep-2017	Approved	
Floudet & Services		15000	BUILDER'S SUPPLIES	15-Sep-2017	Approved	
Banking Details		91438	ELECTRICAL	15-Sep-2017	Approved	
Payment & Invoicing		20400	COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS	15-Sep-2017	Approved	
Surveys		20600	COMPUTER HARDWARE AND PERIPHERALS FOR MINI AND MAIN FRAME COMPUTERS	15-Sep-2017	Approved	
		22 FOOT	22 FOOT	15-Sep-2017	Approved	
		28500	ELECTRICAL EQUIPMENT AND SUPPLIES (EXCEPT CABLE AND WIRE)	15-Sep-2017	Approved	
	Rei	nove	Add		Previous	1 - 10 🔽 Next 10 🕨
	Tat	e Diag	nostics			Diagnostic Console

out this Page | F

Step	Action
7.	To add a new product code,
	Click the Add button.
8.	You can search through the available product and services by using the navigation links or you can use the search option to narrow your results.
9.	Click the Search for Specific Product & Service option. Search for Specific Product & Service
10.	On this page, search by the desired product and/or service option(s). Search can be done by code or description.
11.	Click in the Description field. Description
12.	Enter the desired information into the Description field. For this example, enter " Furniture ".
	Description
13.	Click the Go button.



Step	Action
14.	Multiple options can be selected if applicable.
	For this example, click the FURNITURE , LIBRARY option.
15.	Click the Apply button.
16.	Click the Return to Products and Services link. Return to Products and Services
17.	You have successfully completed the Adding Products (NIGP) Codes topic.
	For technical help, please contact the MLGW Service Desk at 901-729-8416 or by email at ServiceDesk@MLGW.org. End of Procedure.



Managing Banking Details

Suppliers can add and modify bank account details within the iSupplier Portal to receive payment via ACH.

In the topic, you will add bank account information.

For technical help, please contact the MLGW Service Desk at 901-729-8416 or by email at ServiceDesk@MLGW.org (mailto:ServiceDesk@MLGW.org).

Procedure

The purpose of this topic is to show you how to add bank account information.

Home				
MLGW Servic	e Desk - Submit request for assistance.			
MLGW Servic	e Desk Instructions			
Vorklist				Favorites
		Full List (1	1)	
F //		Rows 1 to 1	1	You have not selected any favorites. Please set up
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Aitchell,	Memphis Light Gas and Water Division - Standard Purchase Order	27-May-2021		Labor Relations Bulletin
slick,	Memphis Light Gas and Water Division - Standard Purchase Order	26-May-2021	~	Memorandum of Understanding
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TIP <u>Delegation</u>	on Rules - Redirect or auto-respond to notifications.			MLGW Intranet Home Page
Table Diagno	SUCS			Oracle Data Owners Responsibility Report
Navigator				MLGW Employee Separation Protocol
	Please select a responsibility			
Sourcin	ig Supplier			
ventX Print X	press: 1.1.0 / Licensed for Print: False / Licensed for Preview: False / En	nabled: False		

Step	Action
1.	Begin by navigating to the iSupplier Home page.
	Click the iSupplier Portal Full Access link.



Step	Action
2.	Use the iSupplier Home page to review and drill down to your notifcations, purchase orders, and/or PO shipment information.

piler Home	Companiento Finance Adminia	auon .			
Search PO Num	er 💌	Go			
Notificatio	ns			Orders	
			Full Lis	Agreemer	nts
Subject			Date 🛆	Purchase	Orders
Reminder: Please a	icknowledge intent to participate in F	RFI 1132238 (Demo RFI)	11-Jun-2021 13:41:0	- Purchase	History
Memphis Light Gas	and Water Division - Standard Purch	hase Order 7025221, 0	10-Jun-2021 11:43:4	Pulciase	
Closed Early: RFI 11	32237 (Test RFP)		10-Jun-2021 10:18:4	10:18:45 Shipments	
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Step	Action
3.	Click the Administration tab. Administration
4.	Use the Admin tab to manage supplier business profile information such as addresses/locations, contacts, business classifications, products and services, banking information, and payment and invoicing options.



uppler Home Orders Shipments Finance Administration Profile Management General Canpany Profile Organization Name DUNS Number Tax Registration Number Organization Address Book Organization Name DUNS Number Taxpayer ID 45-0977974 Address Book Parent Supplier Number Tax Registration Parent Supplier Number Taxpayer ID 45-0977974 Business Classifications Parent Supplier Number Country of Tax Registration Parent Supplier Number Product & Services Search Search Search Search Note that the search is case insensitive Title Go Show More Search Options Payment & Invoicing Surveys Add Attachment Image Prime Image Prime Surveys Add Attachment Image Prime DISINCLAIR@BDNLLC.COM 14-Sep-2017 One-Time 3 WBE File From DLSINCLAIR@BDNLLC.COM 14-Sep-2017 One-Time Image Prime 3 WBE File From DLSINCLAIR@BDNLLC.COM 14-Sep-2017 One-Time Image Prime 3 WBE		5T39 19	Supplier I	EBS 12	.2.9		*	1 Logged In As			
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Table Diagnostics		4	TMSDC	File		From Supplier	DLSINCLAIR@BDNLLC.COM	14-Sep-2017	One-Time	1	
		Table	Diagnostics								

Step	Action
5.	Click the Banking Details link. Banking Details
6.	Use the Banking Details page to define bank account information. More than one bank account can be added.





Step	Action
7.	Click the Create button. Create
8.	The Create Bank Account page is where you, the supplier, will enter the banking information.
9.	If the account is not in the United States, click the Country dropdown and select More to search for the desired country.
10.	Search for a bank using the Exisitng Bank option. Click the Existing Bank option.
11.	Click the Search: Bank Name button. Bank Name
12.	Click the Go button.
13.	This will display all banks within the system.
14.	For this example, we will select US Bank. Click the Next 10 link.



Step	Action
15.	Click the Quick Select button. US Bank
16.	If your bank is not listed, select the New Bank option to manually enter the correct information.
17.	Click the Existing Branch option. Existing Branch
18.	Click the Search for Branch Name button. Branch Name

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▶ Show	Ch Account Details	IBAN			Currency Account Status	New		
N	ote to Buyer				\bigcirc		Diagnostic C	Console

Step	Action
19.	Click the Go button to view all of the locations provided by "US Bank".
20.	Click the desired Quick Select button for the location of your bank. For this example, click the Quick Select button for " US Bank ".
21.	The Bank Account section is where the bank account information is entered. Account Number is required.



Administration: Profile Management: Banking Details > Create Bank Account * Indicates required field * Country United States Count is used for foreign payments Account is used for foreign payments Account is used for foreign payments Account detailson must include bank and branch information. Bank Bank Name US Bank Bank Details Bank Account Account Name Currency Account Status New Bank Details Comments Disponsite Console	🗏 🗼 тутз	9 ISupplier EBS 12.2.9	i Supplier Portal 🗶 🚺 Logged in As
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			Diagnostic Console

Step	Action
22.	Click in the Account Number field. Account Number
23.	Enter the desired information into the Account Number field. For this example, enter " 1234567890 ".
	Account Number
24.	To prvide additional bank account information, Click the Select to show information button.
25.	Click the Save button.
26.	Your account is sent for approval. Once the account is approved, ACH method is select for payment.
27.	You have successfully completed the Managing Banking Details topic. For technical help, please contact the MLGW Service Desk at 901-729-8416 or by email at ServiceDesk@MLGW.org.
	End of Procedure.



Submitting a Quote & PO Change Request

In this section you will learn:

- How to submit a quote
- Submit a PO Change request



Viewing & Submitting a Request for Quotes "RFQ"

Once a supplier receives an invitation to participate in the negotiation, they can submit a quote/bid for items listed in the Approved Product List (APL).

In this topic, you will view a RFQ and submit a quote/bid.

For technical help, please contact the MLGW Service Desk at 901-729-8416 or by email at ServiceDesk@MLGW.org.

Procedure

The purpose of this topic is to show you how to view request for quotes "RFQ" and submit a quote/bid.

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MLGW Servic	ce Desk - Submit request for assistance.					
MLGW Servic	ce Desk Instructions					
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		Full List (1	11)			
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rom	Subject 🔻	Sent 🛆		the Favorites button on top.		
Grby, Eleazar	Reminder: Please acknowledge intent to participate in RFI 1132238 (Demo RFI)	11-Jun-2021		MLGW Intranet Links		
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iSuppli	er Portal Full Access Please select a responsibility.		1			
Pa on inter	a Supplier		I			

Step	Action
1.	Begin by navigating to the Negotiations page.
	Click the Sourcing Supplier link. Sourcing Supplier



Step	Action
2.	Click the Sourcing Home Page link. Sourcing Home Page
3.	Use the Negotiations page to view your negotiation responses and respond to RFQ invitations.

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Press Full List to view	all your company's re	esponses.					Full List
F 🖉 •••							
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	
1383724	Active	MEMPHIS	1132231	34-0477	RFQ	9 days 7 hours	
1385723	Active		1133232	Demo RFP	RFI	14 days 8 hours	
1385725 👜	Draft		1132234	Test RFI	RFI	45 days 3 hours	
1371721	Active	MEMPHIS	1102228-2	5063299 RB/AM	RFQ	0 seconds	
1381725	Active	MEMPHIS	1117230	Store Room Material	RFQ	0 seconds	
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Negotiation has be Table Diagnostics Your Company'	en amended and req s Open Invitati	uires your action	n to be considered for aw	vard.			
							Full List
Cumpling Site	News	tistion Numbe	-	Title	Turne	Time Leff	
supplier site	11322	38		Demo RFI	RFI	14 days 5 hours	
		21.4		Test DEI	DEI	4E days 2 hours	
	11322.	34,1		Test RFT	PCF I	45 days 5 hours	

Step	Action
4.	Click the desired Negotiation Number link under Your Company's Open Invitations section. For this example, click "1133236". Click the object.
	1133236





Step	Action
5.	Review the Terms and Conditions then scroll down the page.
	Click the Vertical scrollbar.
6.	Click the I have read and accepted the terms and conditions option.
	Note: Agreeing to the Terms and Conditions, only pertains to using Oracle Sourcing application.
	I have read and accepted the terms and conditions
7.	Click the Accept button. Accept
8.	Use the RFQ page to review the RFQ header details, line details, controls, and contract terms.
9.	The Header tab displays various information in regards to the overall bid.
10.	Scroll down to view additional RFQ header details.
	Click the Vertical scrollbar.
11.	Scroll back to the top the page.
	Click the Vertical scrollbar.



Step	Action
12.	Click the Lines tab.
13.	Click the desired Line link (blue colored) to view the line details.
	For this example, click "TUBING 5/8"OD POLYETHYL". TUBING 5/8"OD POLYETHYL
14.	The approved products listed are the products MLGW has approved for purchase. MLGW can only purchase what is listed as approved.
15.	Click the Long Description link. Long Description
16.	This is the long description of the item being requested to purchase.
17.	Click the Close Popup button.
18.	Click the Return to RFQ: 1133236 link. Return to RFQ: 1133236
19.	In order to provide a bid, you have to Acknowledge Participation first.
	Click the Go button.
20.	Click in the Note to Buyer field.
21.	Enter the desired information into the Note to Buyer field.
	For this example, enter "I will quote.".
22.	Click the Apply button.



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gotiations				
egotiations > RFQ: 1133236				
		Actions	Acknowledge Participation 🗸	Go
Title PE Status Ac Time Left 46	PIPE tive days 4 hours	Open Date Close Date	 16-Jun-2021 07:44:17 01-Aug-2021 12:39:32 	
Header Lines Controls Contract Term	S			
Buyer K Quote Style B Description	irby, Eleazar lind	Outcome Event	Blanket Purchase Agreement	
Terms				
Effective End Date Bill-To Address Ship-To Address FOB	AB01 David F Hansen Admin Bldg NC03 SR 85 Ship Receive	Minimum Release Amount Payment Terms Carrier Freight Terms	UPON RECEIPT	
Currency				
RFQ Currency Requirements	USD	Price Precision	Any	
•••				
Details Section				

Step	Action
23.	To create a quote, click on the Actions drop down menu.
	Click the object. Actions Acknowledge Participation



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legotiations				1
Negotiations > RFQ: 1133236				I
Title P Status A Time Left 4 Header Lines Controls Contract Terr	E PIPE ctive 5 days 4 hours ns	Actions Open Date Close Date	Acknowledge Participation Create Quote Online Discussions View Quote History Printable Versesheet	
Buyer Quote Style Description	Kirby, Eleazar Blind	Outcome Event	Blanket Purchase Agreement	I
Terms				I
Effective End Date Bill To Address Ship-To Address FOB Total Agreement Amount	AB01 David F Hansen Admin Bldg NC03 SR 85 Ship Receive	Minimum Release Amount Payment Terms Carrier Freight Terms	UPON RECEIPT	
Currency REO Currency	USD	Price Precision	Any	I
Requirements	0.50	File Fielsion /	ouy.	
•••				
Details Section				

Step	Action
24.	Click the Create Quote list item. Create Quote
25.	Click the Go button.
26.	Use the Create Quote page to define header and line details for your quote.
27.	You can select how long the quote provided is valid.
	Click the Quote Valid Until LOV button.
	Quote Valid Until (16-Jun-2021 19:45:00)
28.	The Quote Valid Until date must be later than the close date. If an invalid date is given, Oracle will prompt you to provide a correct date.
	Click the Choose month list.
29.	Click the desired Month list item.
	For this example, click "October".
	Click the October list item.
	October



Step	Action
30.	Click the desired Date link.
	For this example, click "26". Click the 26 link.
31.	Click in the Reference Number field.
	Reference Number
32.	Enter the desired information into the Reference Number field.
	For this example, enter "MLGW #2 Pipe Bid". Reference Number
33.	Click in the Note to Buyer field.
	Note to Buyer
34.	Enter the desired information into the Note to Buyer field.
	For this example, enter "I can make delivery.".
35.	Click the Save Draft button. Save Draft

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Negotiations												
Negotiations	> RFQ: 113	3236 >										
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Quote	1385726 for F	FQ 1133	236 (PE	PIPE) has been sa	ved as a draft.							
Create (Quote: 13	385726	6 (RFC	2 1133236)			Cancel N	View RFC	Quote By	Spreadsheet	Save Draft	Continue
Header	Lines RFQ (Quote (Supplier Currency	Comp USD	any Name		Q Ref	uote Valid erence Nur	Close Until 2 mber N	Date 01-Aug 6-Oct-2021 13 ILGW #2 Pipe	-2021 12:39:32 :20:53 to Bid		
Attach	Price F ments tachment	Precision	Any									
Seq		Title	Туре	Description	Category	Last Upda	ted By	Las	t Updated	Usage	Update	Delete
No result	s found.									_		
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Step	Action
36.	Click the Lines tab.

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gotiations										
egotiations > RFQ: 11332 Create Quote: 138	236 > 35726 (RF	Q 113323	56)	C	ancel	View RFQ	Quote I	By Spreadsheet	Save Draft	Continue
Header Lines	Title <u>PE PI</u>	<u>PE</u>				Time Le Close Da	ft 46 da te 01-Au	ys 4 hours g-2021 12:39:32		
RFQ Cu Price Pri	urrency USE recision Any)			Qu	Jote Currency	y USD			
Line	Start Price	Target Price	Quote Price Unit	Estimated Quantit	ty Esti	mated Total	Amount	Target Minimu	m Release A	mount
1 TUBING 5/8"OD POL		-	Foot	156,00	00					
<										>
Table Diagnostics										
									Diagnost	tic Conso
									Diag	

Step	Action
37.	Click the desired Line link (blue colored) to see the line details.
	For this example, click " TUBING 5/8 " OD POL ". 1 TUBING 5/8 " OD POL
38.	MLGW can only purchase products that are listed on the Approved Products List (APL). The list is found under MFG and Attachments.
39.	Highlight and copy the APL product you are quoting.
	For this example, press the left mouse button and drag the mouse to select " PERF PIPE 1056745 ". PERF PIPE 1056745
40.	Release the mouse button. PERF PIPE 1056745



Step	Action
41.	Right-click the highlighted Text .
	For this example, right-click "PERF PIPE 1056745". PERF PIPE 1056745

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legotiations						
Line: 1 (RFQ 1133236)						
Item Rev Description	0506304 TUBING 5/8°OD POLYETHYL (5/8° OD), 090° WALL, PE47 TUBING TO BE FURNISHED	ENE IN 500' COIL GAS ; TI 0-PE100/(PE3408), POLY- IN 500' COILS, TUBING SH	JBING, 1/2" CTS ETHYLENE GAS, IALL BE IN	Pri	Currenc ice Precisio Start Pric Target Pric	ny USD n Any ce
Category Shopping Category Unit of Measure Estimated Quantity	FOR POLYETHYLENE GAS F PIPE.POLYETHYLENE. Foot 156,000	AACE WITH MILLW SPECIFICATION #50-3405 SPECIFICATION YETTYLENE GAS PIPE" DATED 02/01/2019. YETHYLENE. Minimum Release Amount				
MFG and Attachments MFG: DURA-LINE 10000018						
DURA-LINE DURA-LINE, 10003391 PERF PIPE 105674 Cut Cut	Category	Last Lindated By			Undate	Delete
10 Long Description Copy		A065592	19-Mar-2019		opuate	B
Table Diagnostics Select all Print	10 output	100332	10 1101 2010		Diagnostic	Console
Return to Previous Page Send to One	Note					
wicht (c) 1998-2020. Oracle and/or its affiliates. All rights res	anued I About this Dana I Drivary S	atement				

Step	Action
42.	Click the Copy list item.
	Сору



_ine:	1 (RFQ 11332	36)							
			Item 0506304				Pri	Currenc ce Precisio	y USD n Any
		Descrip	rev ption TUBING 5/8 (5/8" OD), .1 TUBING TO ACCORDAI FOR POLY1	TUBING 5/8"OD POLYETHYLENE IN 500" COIL GAS ; TUBING, 1/2" CTS (56" COI), 090" WALL, PE4710-PE100/(PE4008), POLY-ETHYLENE GAS, TUBING TO BE FURNISHED IN 500" COILS, TUBING SHALL BE IN ACCORDANCE WITH MILOW SPECIFICATION #50-3408 "SPECIFICATION EOD ROV METHYLENE CAS DIFFE 'DATED DOWN FOR					
		Cate	gory PIPE.POLY	ETHYLENE.			Minimum Rele	ase Amour	nt
	:	Shopping Cate	gory						-
		Unit of Mea	isure Foot						
	and Attachment	S							
MFG a	DURA-LINE 100	00018 A-LINE, 10003	391						
AFG a MFG Seq △	COURA-LINE 1000 DURA-LINE DUR PERF PIPE 1056	00018 RA-LINE, 10003 745 Type 🛆	Description	Category △	Last Updated By 🛆	Last Updated 🛆	Usage 🛆	Update	Delete
MFG a MFG Seq △ 10	6: DURA-LINE 1000 DURA-LINE DUF PERF PIPE 1056 Title Long Description	00018 RA-LINE, 10003 745 Type Short Text	Description 스	Category To Supplier	Last Updated By A065592	Last Updated 19-Mar-2019	Usage One-Time	Update	Delete
MFG a MFG Seq △ 10 Table I	5: DURA-LINE 1000 DURA-LINE DUR PERF PIPE 1056 Title Long Description	00018 RA-LINE, 10003 7745 Type Short Text	Description A	Category To Supplier	Last Updated By A065592	Last Updated 19-Mar-2019	Usage One-Time	Update	Delet

Step	Action					
43.	Click the Return to Previous Page link. Return to Previous Page					
44.	If the Update icon is not shown, click the scrollbar to scroll right.					
45.	Click the Update button for the line that you just viewed. Click the Update button.					
46.	Click in the Quote Price field. Quote Price					
47.	Enter the desired information into the Quote Price field. For this example, enter ".12". Quote Price					
48.	Click in the Note to Buyer field.					
49.	Enter the desired information into the Note to Buyer field. For this example, enter " Quoting: ".					



Step	Action
50.	Right-click in the Note to Buyer field. Note to Buyer Quoting:

MLG1	Ň					oggod iii Ab		
legotiations								
Create Quo	te 138572	6: Line 1 (RFQ 1	133236)			Cancel	Save Draft	Apply
	Description	TUBING 5/8"OD POLY COIL GAS; TUBING, 1 .090" WALL, PE4710-P ETHYLENE GAS, TUB FURNISHED IN 500"C BE IN ACCORDANCE SPECIFICATION #50-3 FOR POLYETHYLENE 02/01/2019.	ETHYLENE IN 500" /2" CTS (5/8" OD), 'E100/(PE3408), PC ING TO BE OILS, TUBING SHA WITH MLGW WITH MLGW M408 "SPECIFICATI GAS PIPE" DATEL	DLY- Estim LL Target Minimu ON Quote Minimu D	Close Date Quote Currency lated Total Amount m Release Amount m Release Amount	01-Aug-2021 12:39 USD	32	
	Unit	Foot						
	Start Price							
	Target Price							
Ectin	Quote Price	0.12						
Notes	ated quantity	150,000						
Note to Donne	Qualization							
Note to Duyer	Qubung.	Undo						
		Cut						
Attachments		Сору						
Add Attachmer	nt	Paste						
Seq	Title	Delete	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.		Send to OneNote		,,				
Table Diagnost	ics	Select all						

Step	Action					
51.	Click the Paste list item.					
	Paste					



gotiations									
Create Quo	te 138572	6: Lin	e 1 (RFQ 11	33236)			Cancel	Save Draft	Apply
	Description	TUBIN COIL (.090" V ETHYL FURNI BE IN SPECI FOR P 02/01/2	G 5/8"OD POLYET SAS; TUBING, 1/2 VALL, PE4710-PE' ENE GAS, TUBIN SHED IN 500' COI ACCORDANCE W FICATION #50-340 OLYETHYLENE G 2019.	HYLENE IN 500' ' CTS (5/8' OD), 100/(PE3408), POI 5 TO BE LS, TUBING SHAI TH MLGW 18 "SPECIFICATIO AS PIPE" DATED	LY- Estim LL Target Minimur DN Quote Minimur	Close Date 01 Quote Currency U ated Total Amount n Release Amount n Release Amount	-Aug-2021 12:38 SD	9:32	
	Unit	Foot							
	Start Price								
	Target Price								
	Quote Price	450.00	0.12						
Estin	nated Quantity	156,00	0						
Notes									
Note to Buyer	Quoting: PER	F PIPE 1	056745						
Attachments									
Add Attachmer	nt								
Seq	Title	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete

Step	Action
52.	Click the Add Attachment button. Add Attachment
53.	Click the Attachment Type list.
	Attachment Type File



	3W						Logged III AS	_	
gouauons									
reate Qu	iote 1385	726: Li	ne 1 (RFQ 11	33236)			Cancel	Save Draft	Apply
	Descript	ion TUBI COIL .090" ETHY FURI BE IN SPEC FOR 02/01	NG 5/8"OD POLYET GAS; TUBING, 1/2 WALL, PE4710-PE' /LENE GAS, TUBIN vISHED IN 500" COI I ACCORDANCE W CIFICATION #50-34(POLYETHYLENE G /2019.	THYLENE IN 500 " CTS (5/8" OD), 100/(PE3408), Pi G TO BE LS, TUBING SH, ITH MLGW 28 "SPECIFICAT AS PIPE" DATE	, DLY- Estima ALL Target Minimum ION Quote Minimum D	Close Date Quote Currency ted Total Amount Release Amount Release Amount	01-Aug-2021 12:39 USD	9:32	
	ι	Init Foot							
Add	Attachme	nt			×				
At	achment Typ Titl Description	e File Url Short 1 Long T	Text ext		-				
Note 1	Categor	From S	upplier						
ttacl	*Fil	e	Cancel /	Browse	Apply				
Add Attachr	nent	_			_				
	Titl	е Туре	Description	Category	Last Updated By	Last Updated	i Usage	Update	Delete
eq									

Step	Action
54.	Click the Short Text list item.

						_				
egotiatio	ns									
Create	e Quote 138572	6: Lin	e 1 (RFQ 11	33236)				Cancel	Save Draft	Apply
	Description	TUBIN COIL C .090" V ETHYL FURNI BE IN A	G 5/8"OD POLYE AS ; TUBING, 1/2 (ALL, PE4710-PE ENE GAS, TUBIN SHED IN 500" CO ACCORDANCE W	THYLENE IN 500 "CTS (5/8" OD), 100/(PE3408), P IG TO BE ILS, TUBING SH 1TH MLGW)' OLY- ALL	Estima Target Minimum Quote Minimum	Close Date Quote Currency Ited Total Amount Release Amount	01-Aug-2021 12:3 USD	3:32	
	Add Attachment				×		include Amount			
	Attachment Type Title Description	Short Te	xt 🔽							
Notes	Category *Short Text	From Sup	oplier							
Note 1										
Attacl			Cancel	Add Another	Apply					
Add At	ttachment	-								
Seq No result	Title Is found.	Туре	Description	Category	Last L	Jpdated By	Last Updated	l Usage	Update	Delete
Table D	Diagnostics									



Step	Action
55.	Enter the desired information into the Title field. For this example, enter " Note to Buyer ". Title
56.	Click in the Short Text field. *Short Text
57.	Enter the desired information into the Text field. For this example, enter " I can meet delivery date or sooner. ".

otiatio	ons										
reat	te Quote 13	8572	26: Lin	e 1 (RFQ 1	133236)				Cancel	Save Draft	Apply
	Desc	riptior	TUBIN COIL C .090" V ETHYL FURNI BE IN	G 5/8"OD POLY GAS ; TUBING, VALL, PE4710-F LENE GAS, TUE SHED IN 500" C ACCORDANCE	ETHYLENE IN 50 1/2" CTS (5/8" OD PE100/(PE3408), F ING TO BE OILS, TUBING SF WITH MLGW	IO'), POLY- HALL	Estimat Target Minimum Quote Minimum	Close Date Quote Currency ted Total Amount Release Amount Release Amount	01-Aug-2021 12:39 USD	:32	
	Add Attach	men	t			×					
Attachment Type		Attachment Type Short Text									
	Title		Note to E	Buyer							
Description		tion									
	Cate	gory	From Su	pplier							
otes	*Short	Text	I can me	et delivery date	or sooner.						
late d											
IOLE 1											
ttacl				Cancel	Add Another	Apply					
Add A	Attachment	_	_	_		_	,				
eq	-	Title	Туре	Description	Category	Last U	Jpdated By	Last Updated	Usage	Update	Delete
o resul	Its found.										

Step	Action
58.	Click the Apply button.
59.	Click the OK button.



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agotiations	5										
	0	05700.1		400000							
Create	Quote 13	85726: L	ine 1 (RFQ 1	133236)					Cancel S	ave Draft	Apply
	Desc	ription TUE CO .090 ETI FUE BE SPE FOI 02/0	BING 5/8"OD POLY IL GAS ; TUBING, 1. "WALL, PE4710-P HYLENE GAS, TUBI RNISHED IN 500" CC IN ACCORDANCE 1 CIFICATION #50-3 R POLYETHYLENE 11/2019.	ETHYLENE IN 500 /2" CTS (5/8" OD), E100/(PE3408), P NG TO BE DILS, TUBING SH NITH MLGW 408 "SPECIFICAT GAS PIPE" DATE	r OLY- ALL Targ 10N Que D	Qua Estimated T get Minimum Rele ote Minimum Rele	Close Date ote Currency otal Amount ease Amount ease Amount	01-Aug-2 USD	021 12:39:32		
		Unit Foo	t								
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	Targe	t Price									
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	Estimated Q	uantity 156	,000								
Notes											
Note to B	luyer Quotin	g: PERF PIP	E 1056745								
Attachm	ents										
Add Atta	chment										
Seq 🛆 🔤	Title 🛆	Туре 🛆	Description $ riangleq$	Category $ riangle$	Last Update	d By 🛆	Last Upda	ted 🛆	Usage 🛆	Update	Delete
10	lote to Buyer	Short Text		From Supplier	SALES@BDN	INCORP.COM	16-Jun-202	1	One-Time	1	1
	anostics										

Step	Action
60.	Click the Apply button.
61.	Click the Save Draft button. Save Draft



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Negotiations										
Negotiations >										
Confirmation										
Quote 1385726 for RFC	Q 1133236 (PE	E PIPE) has be	en saved as a dra	ift.						
Create Quote: 138	85726 (RF	Q 113323	6)		Cancel	View RFQ	Quote E	By Spreadsheet	Save Draft	Continue
Header Lines RFQ Ct	Title <u>PE PI</u>	PE)			G	Time Le Close Da uote Currenc	eft 46 da _{ite} 01-Aug y USD	iys 3 hours g-2021 12:39:32		
Price Pri	ecision Any									
Line	Start Price	Target Price	Quote Price U	nit Estimated	Quantity Est	imated Total	Amount	Target Minimu	m Release A	mount
1 TUBING 5/8"OD POL			0.12 Fo	ot	156,000					
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Step	Action
62.	Click the View RFQ button. View RFQ
63.	Scroll down to view additional RFQ Header details. Click the Vertical scrollbar.
64.	Scroll back to the top of the page. Click the Vertical scrollbar.
65.	Click the Lines tab.
66.	Click the Controls tab.
67.	Click the Contract Terms link. Contract Terms
68.	Return to the Quote when you have finished reviewing the RFQ information. Press [Escape].
69.	Click the Actions list. Actions Acknowledge Participation
70.	Click the Create Quote list item. Create Quote



Step	Action
71.	Click the Go button.
72.	Click the Continue button.
73.	Oracle will provide a quote (bid) summary once a quote has been entered. You can print out the quote for your records. Click the Printable View button. Printable View

Augotiations > RFQ: Create Quote 1 1133236) Header	1133236 > 1385726 Title Supplier	: Rev	riew and Su	ıbmit (RFQ	ſ	Cance <u>I</u>	Back	Validate	Save Draft	Printable View	Sub <u>m</u> it
Negotiations > RFQ: Create Quote ? 1133236) Header	1133236 > 1385726 Title Supplier	PE PIP	riew and Su	ıbmit (RFQ	C	Cance <u>l</u>	Back	Validate	Save Draft	Printable View	Sub <u>m</u> it
Header RFQ	Title Supplier	PE PIP			(Cance <u>l</u>	Back	Validate	Save Draft	Printable View	Submit
RFQ	Title Supplier	PE PIPI	_								
RFQ	Title Supplier	PE PIPI	_								
Quote Price Attachments	Currency Currency Precision	Compa USD USD Any	E any Name			Quot Refere N	Time Close I te Valid I nce Nun ote to B	Left 46 da Date 01-Au Until 26-O nber MLG uyer Ican	ays 3 hours Ig-2021 12:39: Ict-2021 13:20: IW #2 Pipe Bid I make delivery	32 :53 ! /.	
Seq	Title	Туре	Description	Category	Last Updated	d By	Las	st Updated	Usag	e Update	Delete
No results found.											
Lines			Quote Total (U	(SD) 18.720.00							
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Sel Line Line	e Ship-T	To Star	t Price Target P	rice Quote Pri	ce (USD) Unit E	Estimate	d Quan	tity Line T	otal Estimat	ed Total Amoun	Target N
TUBING 1 TUBING 1	BING			0.12	Foot		156.	000 18.72	0.00		
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Step	Action
74.	Click the Open button.



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lome Tools 1133236_1385726 ×	? Sign In
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	- O
Request for Quotation 1133236: Quote 1385726	6 III _
	B
MLGW	
Request for Quotation 1133236: Quote 1385726	E.
Title PE PIPE Preview Date 16. IUN-2021 07:44:17 Open Date 16. IUN-2021 07:44:17	
Close Date 01-AUG-2021 12:39:32 Award Date Not Specified	ti de la companya de
Response Status Draft	
Your response will be submitted to:	
Company Memphis Light Gas and Water Division	· · · · · · · · · · · · · · · · · · ·
Buyer Kirby, Eleazar	C C
220 South Main Street	Ň
PO Box 430 Memphis, TN	
United States	
Fax	Li
Email EKirby@mlgw.org	2
	-
Your information is:	-

Step	Action
75.	Scroll down to view the entire RFQ quote details. Click the scrollbar.
76.	Click the Close button when you have finished reviewing your quote summary and return to Oracle.



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Negotiations >	RFO: 1133236	>								
Create Qu	ote 13857	26: Re	view and Su	ıbmit (RFQ						
1133236)					(Cancel Back	Validate	Save Draft	Printable View	Submit
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	Tit	le PE PI	DE			Tim	eleft 46 d	lavs 3 hours		
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	DEO Curron	1100				0			.52	
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	Quote Curren	sy USD				Reference Nu	umber ML	GW #2 Pipe Bid	.55	
	Quote Curren Price Precisio	cy USD cy USD on Any				Reference No Note to	umber MLO Buyer Ica	GW #2 Pipe Bid n make delivery	.55 <i> </i> .	
Attachments	Quote Curren Price Precisio	cy USD cy USD on Any				Quote Valid Reference Nu Note to	umber ML0 Buyer Ica	GCt-2021 13:20 GW #2 Pipe Bid n make delivery	.55 <i> </i> .	
Attachments Seq	Quote Current Price Precisio	y USD y USD on Any Type	Description	Category	Last Updated	Reference No Note to	ast Update	GW #2 Pipe Bid n make delivery	e Update	Delete
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Step	Action
77.	Click the Validate button to ensure there are no errors on your quote.
78.	Click the Submit button. Submit
79.	You will receive a confirmation message stating that your quote was submitted successfully to MLGW. Click the Return to Sourcing Home Page link to return to the Negotiations page. Return to Sourcing Home Page
80.	You have successfully completed the Viewing Request for Quotes (RFQ) topic. For technical help, please contact the MLGW Service Desk at 901-729-8416 or by email at ServiceDesk@MLGW.org. End of Procedure.



Submitting a Change Request

Oracle iSupplier enables you to make changes to purchase orders that still have an "Open" status. In this topic, you will submit a change request for a PO.

For technical help, please contact the MLGW Service Desk at 901-729-8416 or by email at ServiceDesk@MLGW.org (<u>mailto:ServiceDesk@MLGW.org</u>).

Procedure

The purpose of this topic is to show you how to submit a change request.

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Home MLGW Servic MLGW Servic	e Desk - Submit request for assistance. e Desk Instructions						
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From Kirby, Eleazar	Subject ▼ понитион: гназе асклюменде плети то рапосрате и го г г тозсоо (селно RFI)	Rows 1 to 1 Sent 11-Jun-2021	^	your favorites by clicking on Manage the Favorites button on top.	Favorites un	der	
Moore, Te' Mitchell, Camela	Mempinis Light Gas and Water Division - Standard Purchase Order 7025221, 0 Mempinis Light Gas and Water Division - Standard Purchase Order 7025210, 0	10-Jun-2021 27-May-2021	~	MLGW Human Resources Policy Man Labor Relations Bulletin	nual		
SIICK, Ø TIP <u>Delegation</u> Table Diagno	Eslick, Memprihi Light Gas and Water Division - Standard Purchase Order 26-Mav-2021 Memorandum of Understanding © TIP Delegation Rules - Redirect or auto-respond to notifications. MLGW Data Warehouse MLGW Intranet Home Page Table Diagnostics Oracle Data Owners Responsibility Report MLGW Employee Sonaration Protocol						
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opyright (c) 1998,	2020, Oracle and/or its affiliates. All rights reserved.			About this Page	e Privacy St	latement	

Step	Action
1.	Begin by navigating to the iSupplier Home page.
	Click the iSupplier Portal Full Access link.



Step	Action
2.	Use the iSupplier Home page to review and drill down to your notifications, purchase orders, and/or PO shipment information.

olier Home Order	s Shipments Finance Admin	istration			
Search PO Num	iber 🗸	Go			
_					
Notification	ons			Orders	
			Full List	Agreements	
				Purchase Orders	
Subject			Date 🛆	Purchase History	
Reminder: Please a	acknowledge intent to participate in I	RFI 1132238 (Demo RFI)	11-Jun-2021 13:41:00	Shipments	
Memphis Light Gas	and Water Division - Standard Pure	chase Order 7025221, 0	10-Jun-2021 11:43:44		
Closed Early: RFI 1132237 (Test RFP) 10-Jun-2021 10:18:45				Overdue Receipts	
Acknowledgement I	Required: Amendment 1 to RFI 113	2234 (Test RFI)	08-Jun-2021 15:21:45	Receipts	
Memphis Light Gas	and Water Division - Contract Purc	hase Agreement 7025213,	0 01-Jun-2021 11:04:26	Receipts	
				Returns	
Table Diagnostics	5			On-Time Performance	
				Invoices	
医					
🕒 Orders At	A Glance			Invoices	
			Full List	Payments	
			Pui List	Payments	
PO Number	Description	Order Date			
7025221		10-Jun-2021 11:4	3:33		
7025213	C1230 - Chiller	01-Jun-2021 11:0	3:58		
		27.14 2024 444	7.05		
7025212	Blanket PO	27-May-2021 11:0	17:05		
7025212 7025210	Blanket PO Unassigned PO	27-May-2021 11:0 27-May-2021 10:1	16:17		

Step	Action
3.	Click the desired PO Number link.
	For this example, click " 7025212 ". 7025212
4.	Use the Standard Purchase Order page to review general PO information, drill down to order details, or make change requests.
5.	Ensure "Request Change" is selected as the Action.
	Click the Go button.
6.	Scroll down to view the PO Details section.
	Click the Vertical scrollbar.
7.	Double-click the current value in the Price field.
	Price
	25



Step	Action
8.	Enter the desired information into the Price field.
	For this example, enter "23".
	Price
	25 ×
9.	Scroll to the right to view additional PO Line details.
	Click the Horizontal scrollbar.
10.	Click in the Reason field.
11.	Enter the desired information into the Reason field.
	For this example, enter "Quoted wrong price".
12.	Click the Submit button.
	Submit
13.	Click the Return to Purchase Order Summary link. Return to Purchase Order Summary
14.	Use the Purchase Orders page to view, manage, and/or drill down to purchase
1.5	order details and confirm the change request.
15.	Click the PO Number link that you just made changes to.
	For this example, click " 7025212 ". 7025212
16.	Scroll down to view the PO Details section.
	Click the Vertical scrollbar.
17.	Click the Expand button to show additional PO line details.
18.	The changes you made are indicated with the green star.
19.	Click the Vertical scrollbar.
20.	Click the Return to Orders: Purchase Orders link to return to the Purchase
	Return to Orders: Purchase Orders
21.	You have successfully completed the Submitting a Change Request topic.
	For technical help, please contact the MLGW Service Desk at 901-729-8416 or by email at ServiceDesk@MLGW.org. End of Procedure.

