

Request Changes to a Purchase Order or Blanket Purchase Agreement (BPA)

A Supplier can request changes to a Purchase Order or Blanket Purchase Agreement in regards to price, delivery date, supplier part number through iSupplier.

Log in to iSupplier Portal.

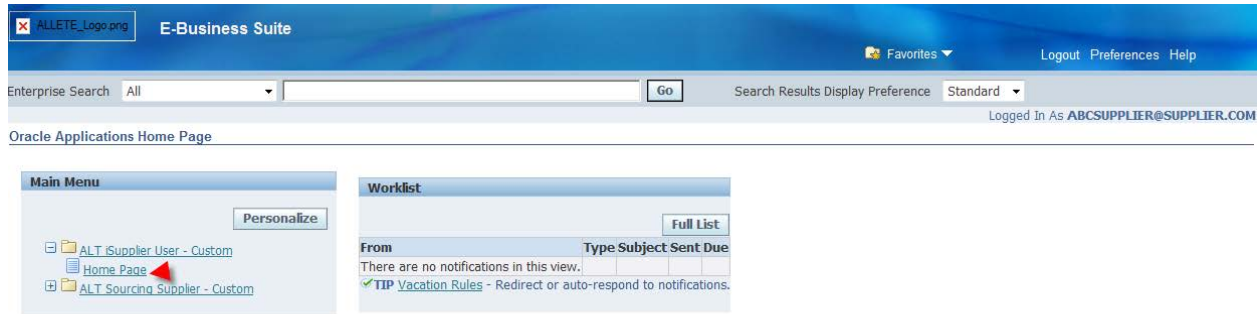


The screenshot shows the login interface for the ALLETE iSupplier Portal. At the top left is the ALLETE logo. Below it is a horizontal strip of five small images: a person in a white shirt, a power transmission tower, a man in a suit, a woman in a red top, and a man in a dark suit. The main login area contains the following elements:

- *User Name: (example: michael.james.smith)
- *Password: (example: 4u99v23)
- Buttons:
- Link: [Login Assistance](#)
- Accessibility:
- Language selection: [Select a Language: English](#)

Request Changes to a Purchase Order or Blanket Purchase Agreement (BPA)

Questions: iSupplierinquiries@allete.com



Click on ALT Supplier User – Custom, Home Page.

Request Changes to Purchase Order

Request Changes to a Purchase Order or Blanket Purchase Agreement (BPA)

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The screenshot shows the iSupplier Portal interface. At the top, there is a navigation bar with tabs for Home, Orders, Shipments, and Finance. A search bar is located below the navigation bar, with a dropdown menu set to 'PO Number' and a 'Go' button. The main content area is divided into several sections:

- Notifications:** A section with a 'Full List' button and a table with columns 'Subject' and 'Date'. The table contains the text 'No results found.'
- Orders At A Glance:** A section with a 'Full List' button and a table with columns 'PO Number', 'Description', and 'Order Date'. The table contains five rows of data:

PO Number	Description	Order Date
5311028545		22-Aug-2013 14:38:21
5311028544	SAMPLE INVENTORY PO	22-Aug-2013 14:33:23
5311028543	SAMPLE BLANKET PURCHASE AGREEMENT	22-Aug-2013 14:26:09
5311028542	SAMPLE CONTRACT PURCHASE AGREEMENT	22-Aug-2013 14:25:06
5311028540	SAMPLE NON-INVENTORY PURCHASE ORDER	22-Aug-2013 14:20:10

- Shipments At A Glance:** A section with a 'Full List' button and a table with columns 'Shipment Number', 'Shipment Date', and 'Packing Slip'. The table contains the text 'No results found.'
- Orders:** A sidebar menu with links for Agreements, Purchase Orders, and Purchase History.
- Shipments:** A sidebar menu with links for Delivery Schedules, Overdue Receipts, and Advance Shipment Notices.
- Receipts:** A sidebar menu with links for Receipts, Returns, and On-Time Performance.
- Invoices:** A sidebar menu with a link for Invoices.
- Payments:** A sidebar menu with a link for Payments.

Either click on the Purchase Order from Orders at a Glance, or click on the Orders tab to find the Purchase Order.

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Questions: iSupplierinquiries@allete.com

iSupplier Portal

Home | Orders | Shipments | Finance

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

Purchase Orders

Multiple PO Change | Export

Views

View: All Purchase Orders [Go] [Advanced Search]

Select Order: Acknowledge | Request Cancellation | Request Changes | View Change History

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	5311028545	0	Minnesota Power (OU)	Standard PO		22-Aug-2013 14:38:21	Paulson, Vanessa A	USD	500.00	Open		
<input type="radio"/>	5311028544	0	Minnesota Power (OU)	Standard PO	SAMPLE INVENTORY PO	22-Aug-2013 14:33:23	Paulson, Vanessa A	USD	24.00	Open		
<input type="radio"/>	5311028543	0	Minnesota Power (OU)	Global Blanket Agreement	SAMPLE BLANKET PURCHASE AGREEMENT	22-Aug-2013 14:26:09	Paulson, Vanessa A	USD		Accepted		
<input type="radio"/>	5311028542	0	Minnesota Power (OU)	Global Contract Agreement	SAMPLE CONTRACT PURCHASE AGREEMENT	22-Aug-2013 14:25:06	Paulson, Vanessa A	USD		Accepted		
<input type="radio"/>	5311028540	0	Minnesota Power (OU)	Standard PO	SAMPLE NON-INVENTORY PURCHASE ORDER	22-Aug-2013 14:20:10	Paulson, Vanessa A	USD	1,128.00	Open		

Multiple PO Change | Export

Choose the Purchase Order by checking the radial button and click Request Changes.

Request Changes to a Purchase Order or Blanket Purchase Agreement (BPA)

Questions: iSupplierinquiries@alle.com

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

Orders: Purchase Orders >

Request Changes for Standard Purchase Order : 5311028540.0 (Total USD 1,128.00)

Currency=USD

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

Order Information

General Information

Total: 1,128.00
Supplier: ABCSUPPLIER
Supplier Site: M_DULUTH
Address: 123 E MAIN ST
DULUTH, MN 55802
Buyer: [Davidson, Vanessa A](#)
Order Date: 22-Aug-2013 14:42:01:0
Description: SAMPLE NON-INVENTORY PURCHASE ORDER
Status: Open
Note to Supplier: PLEASE RUSH
Sourcing Document Organization: Minnesota Power (OU)
Supplier Order Number:
Attachments: [View](#)

Terms and Conditions

Payment Terms: 30NET [Manage Deliverables](#)
Carrier:
FOB:
Freight Terms: COLLECT-UPS
Shipping Control:
Ship-To Address:
Address: MINNESOTA POWER
Cohasset, MN 55721
Bill-To Address:
Address: 30 W Superior St
Duluth, MN 55802

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 Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
Show 1	NON_STOCK			WIDGET MFG ACME	EACH	12	12	120.00					Open				mfg change
Show 2	NON_STOCK		556677	WIDGET MFG ACME	EACH	24	15	360.00					Open				suggest p/n
Hide 3	NON_STOCK			WIDGET MFG ACME	EACH	36	18	648.00					Open				

Shipments

Shipment Location	Quantity Ordered	Quantity Received	Amount Received	Amount Promised	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
1 1746-M_BOSWELL	36			648.00	29-Aug-2013 16:00	25-Sep-2013 00:00:00				Open			can't meet	Change

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](#) [Printable View](#) [View Change History](#) [Export](#) [Submit](#)

[Home](#) [Orders](#) [Shipments](#) [Finance](#) [Home](#) [Logout](#) [Preferences](#) [Help](#)

Request changes to price by typing over the price field and enter a reason for the change. Request changes to delivery date by clicking on the Show plus sign to the left of the line, find the date field and enter new delivery date and reason. Request changes to supplier part number by entering a new supplier item number in the field and enter a reason. Click Submit.

Request Changes to a Purchase Order or Blanket Purchase Agreement (BPA)

Questions: iSupplierinquiries@allete.com

The buyer will receive the notification with the requested changes and, if agreeable, will accept the changes. The Purchase Order will be updated with the new price, delivery date or supplier item number and iSupplier will send a new notification with the revised Purchase Order.



Request Changes to a Blanket Purchase Agreement

Request changes to a Blanket Purchase Agreement from the iSupplier Home Page, search for the Blanket Purchase Agreement number under the Orders tab.

Request Changes to a Purchase Order or Blanket Purchase Agreement (BPA)

Questions: iSupplierinquiries@allete.com

Notifications

Subject	Date
No results found.	

Orders At A Glance

PO Number	Description	Order Date
5311028545		22-Aug-2013 14:38:21
5311028544	SAMPLE INVENTORY PO	22-Aug-2013 14:33:23
5311028543	SAMPLE BLANKET PURCHASE AGREEMENT	22-Aug-2013 14:26:09
5311028542	SAMPLE CONTRACT PURCHASE AGREEMENT	22-Aug-2013 14:25:06
5311028540	SAMPLE NON-INVENTORY PURCHASE ORDER	22-Aug-2013 14:20:10

Shipments At A Glance

Shipment Number	Shipment Date	Packing Slip
No results found.		

Orders

- Agreements
- Purchase Orders
- Purchase History

Shipments

- Delivery Schedules
- Overdue Receipts
- Advance Shipment Notices

Receipts

- Receipts
- Returns
- On-Time Performance

Invoices

- Invoices

Payments

- Payments

You can view your Blanket Purchase Orders under the Agreements tab but any changes need to be requested under Orders tab.

Purchase Orders

Multiple PO Change | Export

View: All Purchase Orders | Go | Advanced Search

Select Order: Acknowledge | Request Cancellation | **Request Changes** | View Change History

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	5311028545	0	Minnesota Power (OU)	Standard PO		22-Aug-2013 14:38:21	Paulson, Vanessa A	USD	500.00	Open		
<input type="radio"/>	5311028544	0	Minnesota Power (OU)	Standard PO	SAMPLE INVENTORY PO	22-Aug-2013 14:33:23	Paulson, Vanessa A	USD	24.00	Open		
<input checked="" type="radio"/>	5311028543	0	Minnesota Power (OU)	Global Blanket Agreement	SAMPLE BLANKET PURCHASE AGREEMENT	22-Aug-2013 14:26:09	Paulson, Vanessa A	USD		Accepted		
<input type="radio"/>	5311028542	0	Minnesota Power (OU)	Global Contract Agreement	SAMPLE CONTRACT PURCHASE AGREEMENT	22-Aug-2013 14:25:06	Paulson, Vanessa A	USD		Accepted		
<input type="radio"/>	5311028540	0	Minnesota Power (OU)	Standard PO	SAMPLE NON-INVENTORY PURCHASE ORDER	22-Aug-2013 14:20:10	Paulson, Vanessa A	USD	1,128.00	Supplier Change Pending		

Multiple PO Change | Export

Select the Blanket Agreement by checking the radial button and clicking Request Changes.

Request Changes to a Purchase Order or Blanket Purchase Agreement (BPA)

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ALLETE | iSupplier Portal

Home | Orders | Shipments | Finance

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

Orders: Purchase Orders >

Request Changes for Blanket Purchase Agreement : 5311028543.0
Currency=USD

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

Order Information

General Information

Total
Supplier: ABCSUPPLIER
Supplier Site: M_DULUTH
Address: 123 E MAIN ST
DULUTH, MN 55802
Buyer: Paulson, Vanessa A
Order Date: 22-Aug-2013 14:26:09
Description: SAMPLE BLANKET PURCHASE AGREEMENT
Status: Accepted
Reason:
Note to Supplier:
Sourcing Document:
Organization: Minnesota Power (OU)
Supplier Order Number:
Attachments: None

Terms and Conditions

Payment Terms: 30NET [Manage Deliverables](#)
Carrier:
FOB:
Freight Terms:
Shipping Control:
Ship-To Address:
Address: 30 W Superior St
Duluth, MN 55802
Bill-To Address:
Address: 30 W Superior St
Duluth, MN 55802

Related Information

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

PO Details

✓TIP Click on the Show link to view price break 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 Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
Show	1	STOCK	4502701			BATTERY, AA, ALKALINE	EACH		1.50						Open				mfg increase
Show	2	STOCK	4502703			BATTERY, AAA, ALKALINE	EACH		1						Open				Reason
Show	3	STOCK	4502801			BATTERY, D, ALKALINE	EACH		1						Open				
Show	4	STOCK	4502901			BATTERY, C, ALKALINE	EACH		1						Open				
Show	5	STOCK	4502705			BATTERY, 9V, ALKALINE	EACH		1						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](#)

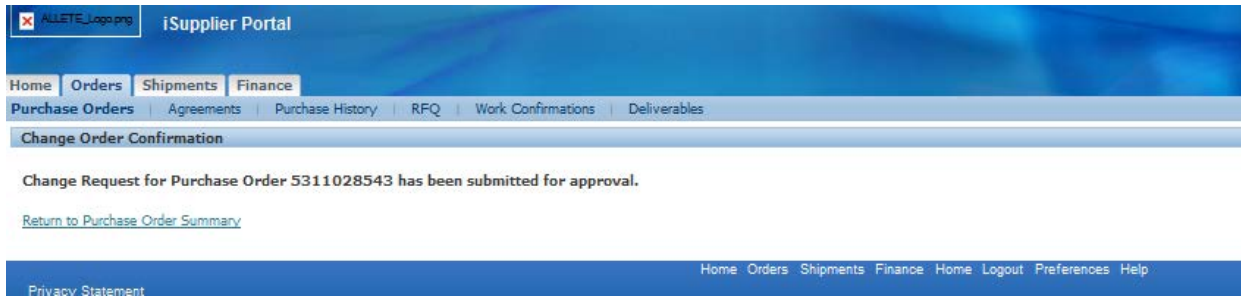
[Cancel](#) [Cancel Entire Order](#) [Printable View](#) [View Change History](#) [Export](#) [Submit](#)

Privacy Statement | Home | Orders | Shipments | Finance | Home | Logout | Preferences | Help | Copyright (c) 2006, Oracle. All rights reserved.

Enter a new price on the line and enter a reason for the change. Click Submit.

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The buyer will receive a notification with the requested changes, if agreeable, will accept the changes, the Blanket Purchase Agreement will be updated and a notification with the new revised Blanket Purchase Agreement will be sent to you through iSupplier.

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