

8. Select the PO's you would like to acknowledge by clicking the **Select All** link at the top or by clicking the individual boxes buy each PO # if you do not want to acknowledge all the PO's at one time.

9. Under the Default Value Section you can select what actions you would like to make by typing in the boxes.

10. Change the **Quantity**, **Price** and/or **Promise Date**. If the box is white you can edit it.

11. You must add a reason as to why you are making this change and the **Action** is **Change**

12. Click **Apply**

13. The Change Request has been submitted to the buyer.

The screenshot shows a web application interface for 'Purchase Orders'. At the top, there are navigation tabs: Home, Orders, Shipments, Finance, and Intelligence. Below these are sub-tabs: Purchase Orders, Agreements, Purchase History, and RFQ. The main content area is titled 'Change Multiple Purchase Orders' and includes a 'Cancel' button, an 'Apply' button, and an 'Exp' button. There are two tabs: 'Lines' and 'Shipments', with 'Shipments' selected. Below the tabs is a 'Views' section with a dropdown menu set to 'Shipments Requiring Acknowledgement' and a 'Go' button. A 'Default Values' section contains a tip: 'You can apply default values to selected rows'. It has input fields for 'Promised Date', 'Quantity Ordered', and 'Price', and a 'Reason' dropdown menu. Below this is a 'Select Shipments:' section with an 'Apply Default Values' button. The main part of the interface is a table with columns: Select, PO Number, Line, Shipment, Order Date, Type, Item/Job Description, Location, Promised Date, Need-By Date, UOM, Ordered, Received, Price, Amount, Line, Supplier Order, Status, and Action. The table contains several rows of data, each with a checkbox in the 'Select' column. The 'Status' column for all rows is 'Requires Acknowledgment'. At the bottom of the screenshot, there is a Windows taskbar with various application icons and a system tray showing 'Local intranet | Protected Mode: Off', '9:22', and '06/24'.

| Select | PO | Line | Shipment | Order Date | Type | Item/Job Description | Location | Promised Date | Need-By Date | UOM | Ordered | Received | Price | Amount | Line | Supplier Order | Status | Action |
|-------------------------------------|--------|------|----------|---------------------|-------|---------------------------------------|---------------------|---------------------|---------------------|------|---------|----------|-------|---------|------|----------------|-------------------------|--------|
| <input checked="" type="checkbox"/> | 672653 | 1 | 1 | 06/12/2014 13:48:38 | Goods | Test PO | 021A AMEREN GOB STL | 07/12/2014 00:00:00 | 07/12/2014 00:00:00 | EACH | 100 | | 1 | 100.00 | | | Requires Acknowledgment | |
| <input checked="" type="checkbox"/> | 641458 | 1 | 1 | 09/15/2013 14:51:34 | CCTM | Upgrade Test - CCTM Training Services | 021A AMEREN GOB STL | 10/12/2013 00:00:00 | 10/12/2013 00:00:00 | | | | 600 | 600.00 | | | Requires Acknowledgment | |
| <input checked="" type="checkbox"/> | 641456 | 1 | 1 | 09/15/2013 14:03:44 | CCTM | Upgrade Test - CCTM Training Services | 021A AMEREN GOB STL | 10/12/2013 00:00:00 | 10/12/2013 00:00:00 | | | | 500 | 500.00 | | | Requires Acknowledgment | |
| <input checked="" type="checkbox"/> | 641405 | 1 | 1 | 09/12/2013 14:33:36 | CCTM | Upgrade Test - CCTM Training Services | 021A AMEREN GOB STL | 10/12/2013 00:00:00 | 10/12/2013 00:00:00 | | | | 600 | 600.00 | | | Requires Acknowledgment | |
| <input checked="" type="checkbox"/> | 638552 | 1 | 1 | 08/22/2013 08:44:56 | CCTM | Location A - CCTM Services | 021A AMEREN GOB STL | 09/21/2013 00:00:00 | 09/21/2013 00:00:00 | | | | 1000 | 1000.00 | | | Requires Acknowledgment | |
| <input checked="" type="checkbox"/> | 638552 | 2 | 1 | 08/22/2013 08:44:56 | CCTM | Location B - CCTM Services | 021A AMEREN GOB STL | 09/21/2013 00:00:00 | 09/21/2013 00:00:00 | | | | 1000 | 1000.00 | | | Requires Acknowledgment | |
| <input checked="" type="checkbox"/> | 638552 | 3 | 1 | 08/22/2013 | CCTM | Location C - CCTM Services | 021A AMEREN GOB STL | 09/21/2013 00:00:00 | 09/21/2013 | | | | 1000 | 1000.00 | | | Requires | |