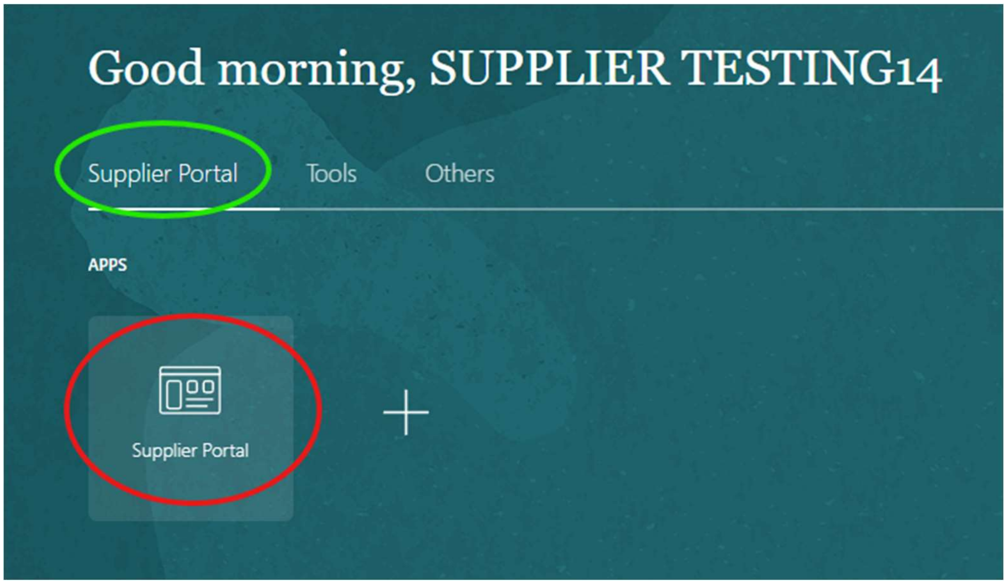
Textron Systems Supplier Portal How-To Guide

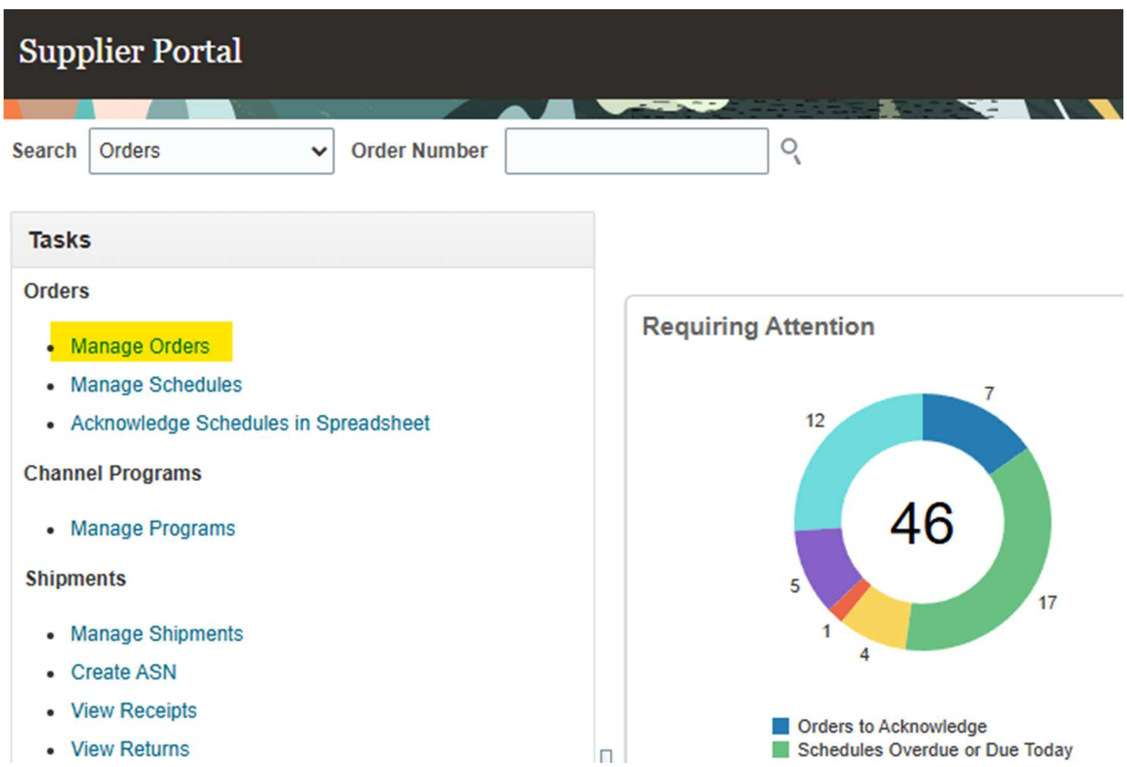
Topic: Submitting a Supplier Purchase Order Change Request (PO Date Change Request, PO Quantity Change Request, PO Price Change Request)

Link to Portal: https://fusion-iaaymg.fa.ocs.oraclegovcloud.com/fscmUI/faces/FuseOverview

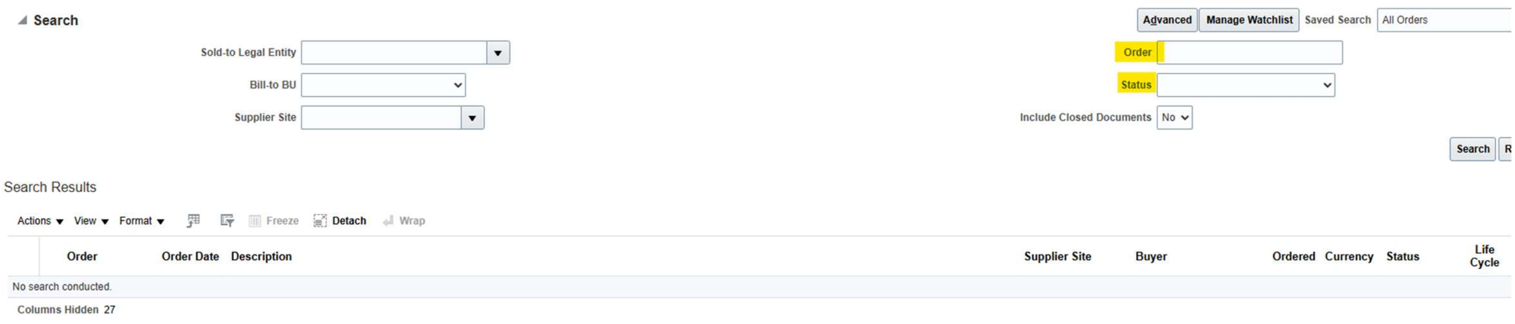
1. Go to the "Supplier Portal" App under the "Supplier Portal" tab.



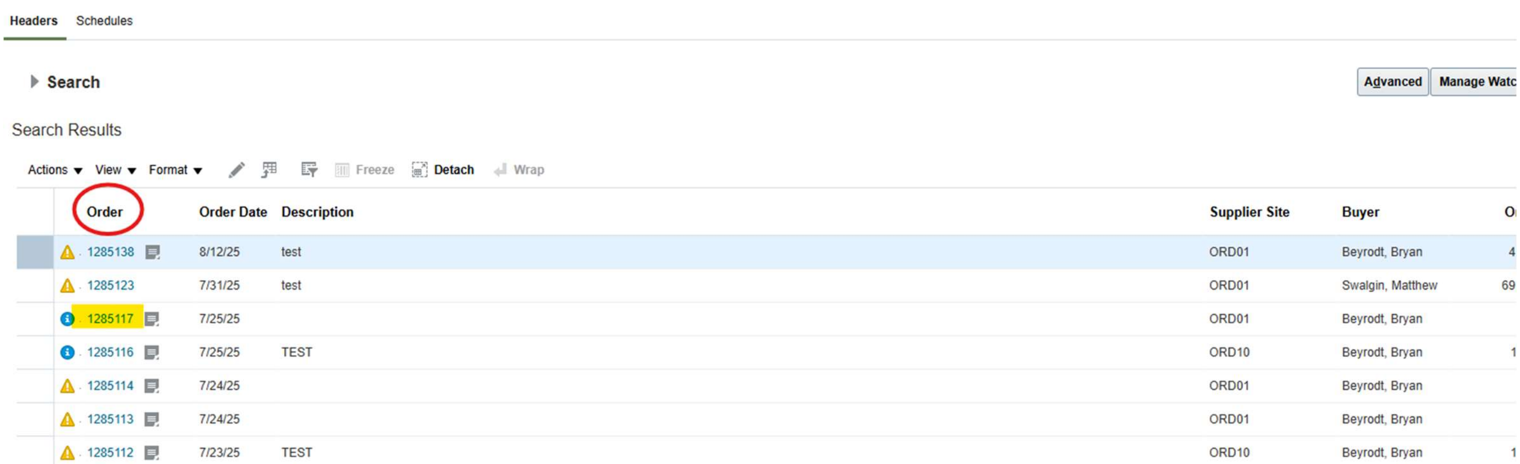
2. Go to the "Tasks" bar on the left side of the page. Select the "Manage Orders" hyperlink.



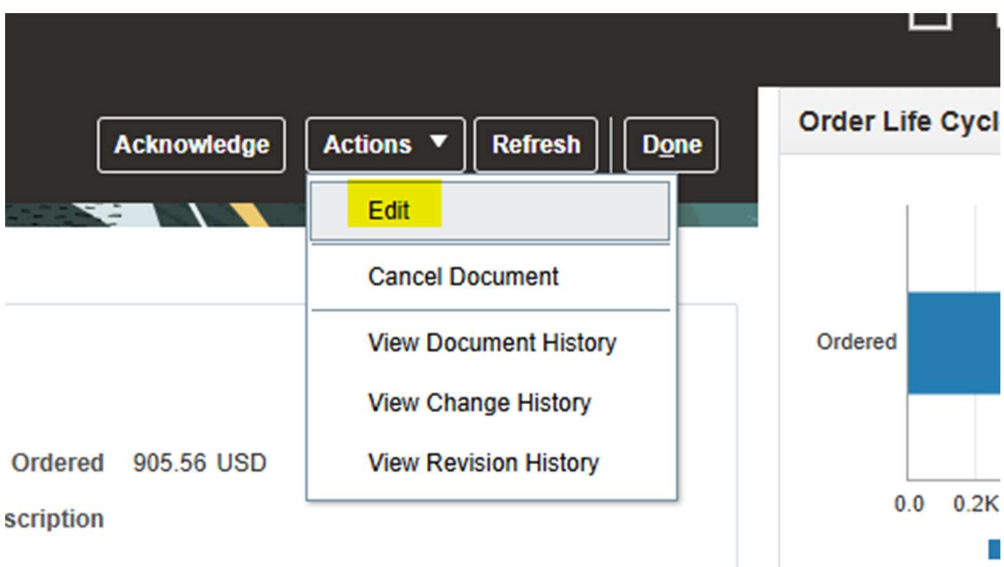
3. Search for the specific Purchase Order using any of the search tabs (not required). Note: If you want to search by these fields, searching by “Order” or “Status” are recommended.



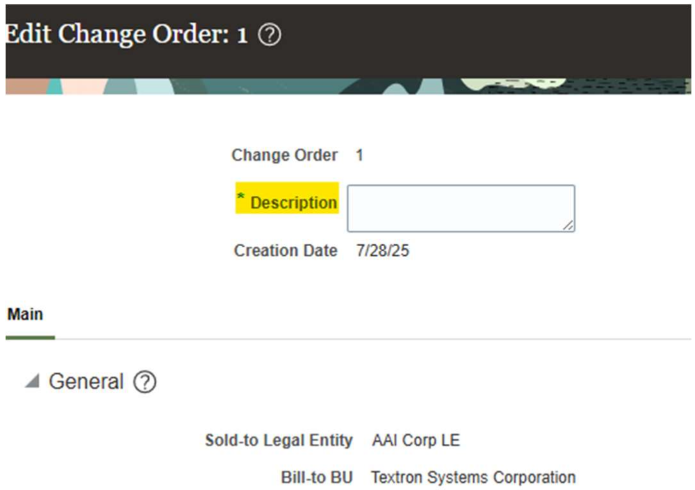
4. Find the PO of interest and select the hyperlink for the PO under “Order”.



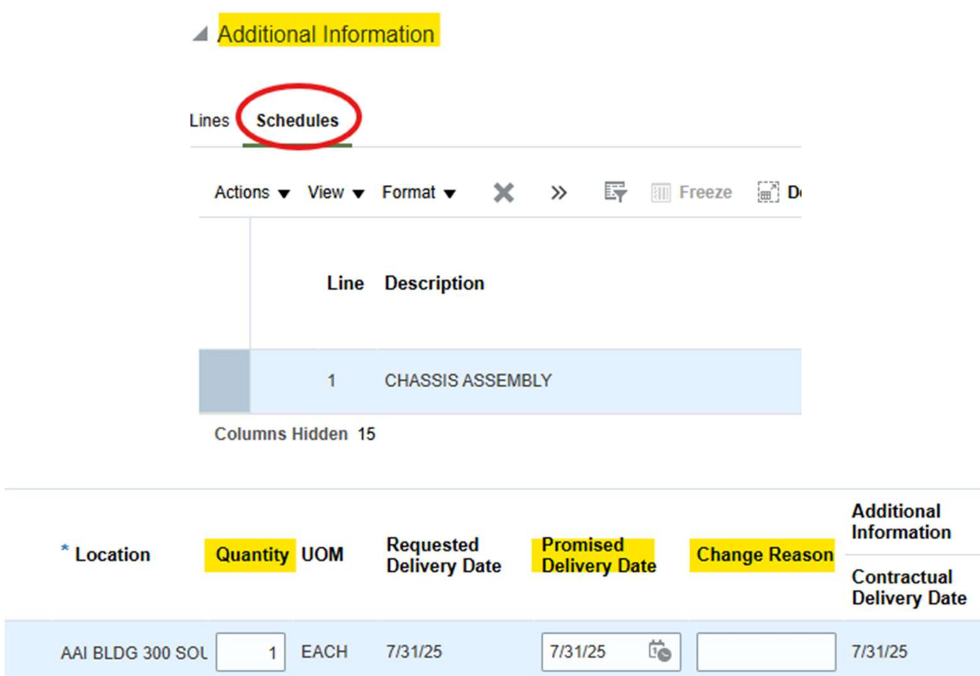
5. Navigate to the “Actions” drop down on the right side of the page, select “Edit”.



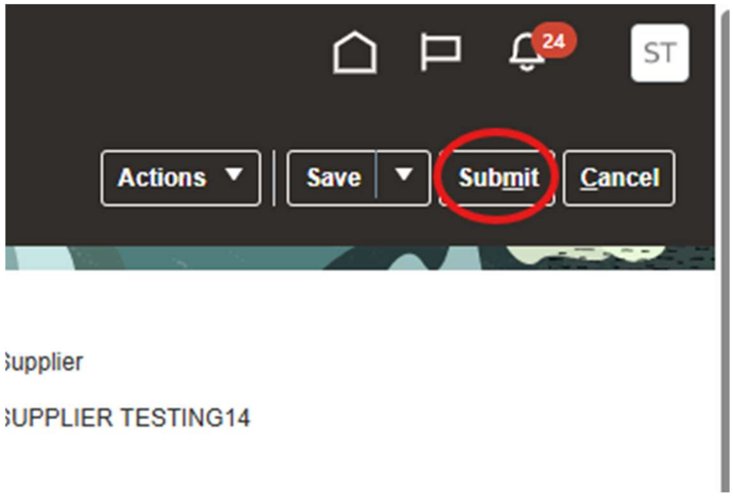
6. Provide what you are wanting to change under the “Description” field on the left side of the page. Note: This is the opportunity to share why you as the supplier are asking for the change in detail, at the header level.



7. Navigate to the “Additional Information” area of the purchase order and select the “Schedules” tab. Make any PO change requests for quantity and/or projected date change requests by selecting the line of interest. Provide a change reason as well at the line level, if applicable.
   a. Submitting a proposed change to the delivery date via the “Promised Delivery Date” field does not change your contractually required delivery date until and unless approved by your buyer POC. If approved, there is a revised PO to view in the supplier portal. Please reference the Textron Systems General Terms and Conditions of the Purchase Orders for additional information about contact changes.



8. Press “Submit” when ready to submit the PO change request.



End of Training Guide

If you need help with this process, contact your buyer POC and/or use the supplierportal@textronsystems.com email for any questions.