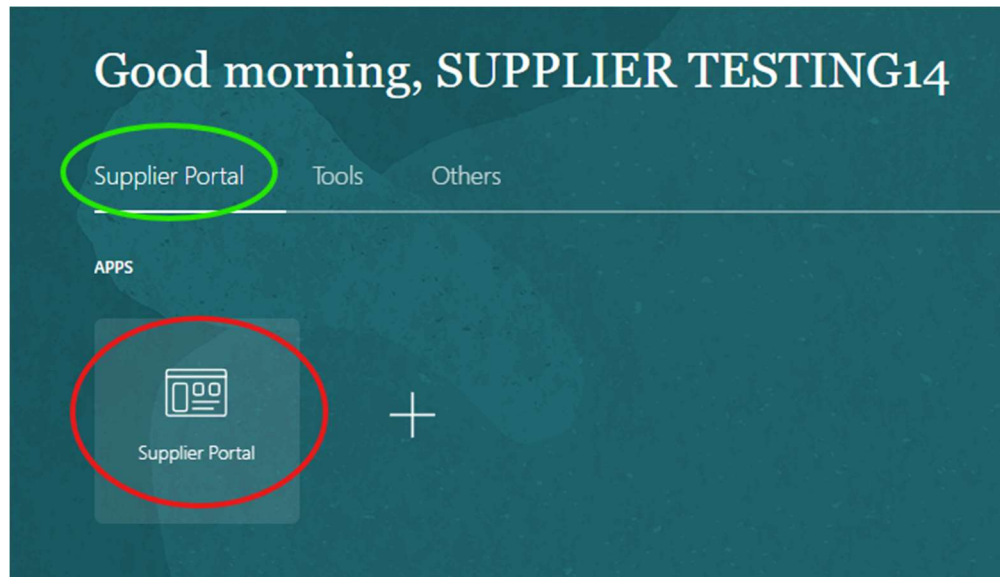


Textron Systems Supplier Portal How-To Guide

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.

Supplier Portal

Search Order Number

Tasks

Orders

- **Manage Orders**
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Channel Programs

- Manage Programs

Shipments

- Manage Shipments
- Create ASN
- View Receipts
- View Returns

Requiring Attention

46

12 7 17 4 1 5

■ Orders to Acknowledge
■ Schedules Overdue or Due Today

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.

Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Order

Status

Include Closed Documents No

Search R

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle
No search conducted.								
Columns Hidden 27								

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

Headers Schedules

Search

Advanced Manage Watchlist

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle
1285138	8/12/25	test	ORD01	Beyrodt, Bryan	4			
1285123	7/31/25	test	ORD01	Swalgin, Matthew	69			
1285117	7/25/25		ORD01	Beyrodt, Bryan				
1285116	7/25/25	TEST	ORD10	Beyrodt, Bryan	1			
1285114	7/24/25		ORD01	Beyrodt, Bryan				
1285113	7/24/25		ORD01	Beyrodt, Bryan				
1285112	7/23/25	TEST	ORD10	Beyrodt, Bryan	1			

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

Acknowledge Actions Refresh Done

Edit

Cancel Document

View Document History

View Change History

View Revision History

Ordered 905.56 USD

scription

Order Life Cycle

Ordered

0.0 0.2K

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.

Edit Change Order: 1 ?

Change Order 1

* Description

Creation Date 7/28/25

Main

▲ General ?

Sold-to Legal Entity AAI Corp LE

Bill-to BU Textron Systems Corporation

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 contract changes.

▲ Additional Information

Lines **Schedules**

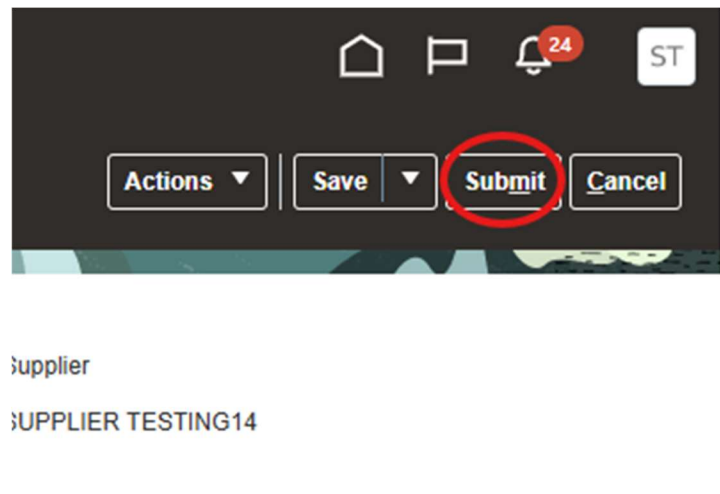
Actions View Format X >> Freeze D

Line	Description
1	CHASSIS ASSEMBLY

Columns Hidden 15

* Location	Quantity	UOM	Requested Delivery Date	Promised Delivery Date	Change Reason	Additional Information Contractual Delivery Date
AAI BLDG 300 SOL	1	EACH	7/31/25	7/31/25		7/31/25

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.