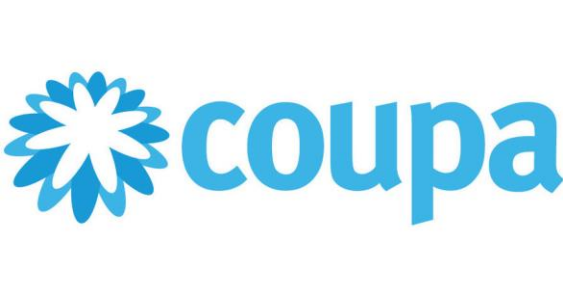




# Supplier Portal

-

## Submitting a change request



# Step One

## Start the "Submit Change request" process

ACCOUNT ▾ | NOTIFICATIONS 59 | HELP ▾

Home Profile **Orders** Service/Time Sheets ASN Invoices Catalogues Business Performance Sourcing

Add-ons Setup

Orders Order lines Returns Order Changes Order Line Changes Deliveries

On the landing page  
click the "Orders"  
tab

Select Customer


Filter...

Configure PO Delivery

## Purchase Orders

### Instructions From Customer

For More information and Quick Tutorial videos please go to <http://www.firstport.co.uk/about-us/contractors-and-suppliers/purchase-to-pay>




Click the  Action to Invoice from a Purchase Order

View

All

Search

















PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
1012680	02/02/2021	Issued	None	PM-WO-DRYRUNXW901 E2E - Service Description fir... PM-WO-DRYRUNXW901 E2E - Service	No	160.00 GBP		  

Click the  Action to Invoice from a Purchase Order

## Step Two

### Finding the correct PO number

View

						Unanswered Comments	Total	Assigned To	Actions
<a href="#">1012593</a>	13/01/2021	Issued	None	PM-WO-DRYRUNXW687 E2E - Service Description fir... PM-WO-DRYRUNXW687 E2E - Service Description Nam...	No		160.00 GBP		 
<a href="#">1012592</a>	13/01/2021	Issued	None	PM-WO-DRYRUNXW686 E2E - Service Description fir... PM-WO-DRYRUNXW686 E2E - Service Description Nam...			5.00 GBP		 
<a href="#">1012542</a>	19/11/2020	Issued	None	Test WO	No		100.00 GBP		 
<a href="#">1012539</a>	18/11/2020	Issued	None	internal door broken and kicked open - h...			10.00 GBP		 
<a href="#">1012532</a>	18/11/2020	Cancelled	None	floor on 1st floor needs cleaning - some has be...			0.00 GBP		
<a href="#">1012531</a>	18/11/2020	Issued	12/01/2021	Toilet leaking	No		450.00 GBP		 
<a href="#">1012530</a>	18/11/2020	Issued	None	another key stuck in the door lock	No		600.00 GBP		 
<a href="#">1012529</a>	18/11/2020	Issued	None	notice board is broken and fallen off - by MED ...	No		300.00 GBP		 

On the "Orders" page  
find the Order No you  
want to change

Click the PO No to  
start the process

# Step Three

## Begin the Process

is Comments

Click "Request Change" to begin

Per page 15 | 45 | 90

Total SP **160.00**

- Create Invoice
- Request Change**
- Save
- Print View





0 Comments



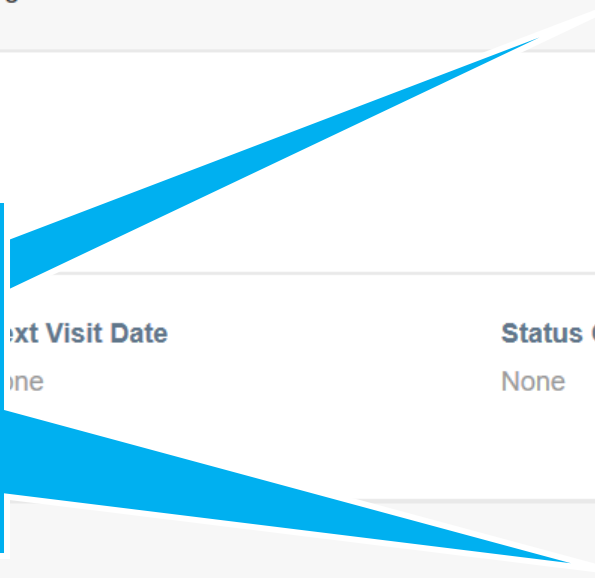
Enter Comment

# Step Four

## Amend the cost

		* Qty	Unit	* Price	Total
1	 PM-WO-DRYRUNXW897 E2E - Service Description first hour reactive Plumbing			<input type="text" value="80.000000"/>	80.00
<b>Need By Date</b> <input type="text" value="24/09/2020"/> 					
<b>CIS Commodity</b>	<b>Status</b>	<b>Next Visit Date</b>	<b>Status Comments</b>		
No	None	None	None		
2	 PM-WO-DRYRUNXW897 E2E - Service			<input type="text" value="80.000000"/>	80.00
<b>Need By Date</b> <input type="text" value="24/09/2020"/> 					
<b>CIS Commodity</b>	<b>Status Update</b>	<b>Next Visit Date</b>	<b>Status Comments</b>		
..	..	..	..		

On each Line,  
Insert the new cost  
that you want to gain  
approval for from  
FirstPort



## Step Five

Give the reason for requesting a change to the original cost

90.000000 ×

80.00

24/09/2020

CIS Commodity

No

Status Update

None

Next Visit Date

None

Comments

Choose the reason for the change request form the dropdown box

Total 100.00 GBP

\* Reason for Change

Comment (required for "Other")

If you selected "Other" fill out the comments box with the relevant information

Cancel

Save Change Request

Submit Change Request



# Step Six

## Attaching evidence

is any likelihood that the works being carried out will disturb asbestos on site then the asbestos survey must be sent to the contractor before the works commence.

Compliance Surveys [63099\\_-\\_Asbestos\\_Reinspection\\_-\\_13.06.2017.pdf](#)

Payment Term END1M

Terms DDP

\* Type

\* Urgency


Start Date

End Date

In Progress?

Asbestos

Attachments Add [File](#) | [URL](#) | [Text](#)

 evidence.docx

 Supplier

Attach evidence for your change request using the "Add File" Tab

London  
NW10 0PJ  
United Kingdom

Hazard None

Compliance Surveys None

Phone (Work) None

Email Opened No

Transmission Method Supplier default (Email)

# Step Seven

## Submitting the request

it Date      Status Comments  
None

Total 180.00 GBP

\* Reason for Change

Additional labour required

Comment (required for "Other")

Check the new total is correct

Cancel

Save Change Request

Submit Change Request

0 Comments

Enter Comment

Click the "Submit Change Request" tab to send it to FirstPort



## Step Eight

Confirm your change request conditions and submit

### Warning from FirstPort

**This Order Header has the following warning:**

- Please ensure you enter NET Value only. VAT will be added when invoicing. Ensure you have attached sufficient evidence to confirm the job is completed before submitting a PO change request.

Continue Editing

Submit

Click the "submit" tab to complete the process

By Date



HR & Talent  
#FirstPortPeople

Chat with Coupa Support

# Step Nine

Confirm process is successful

Change request for Purchase Order #1012680 has been submitted for approval.






## Instructions From Customer

For More information and Quick Tutorial videos please go to <http://www.firstport.co.uk/about-us/contractors-and-sup>

Click the  Action to Invoice from a Purchase Order

The green bar will appear at the top of your "Orders" page to confirm the change request has been submitted

View All

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Commen	Actions
<a href="#">1012680</a>	02/02/2021	Issued	None	PM-WO-DRYRUNXW901 E2E - Service Description fir... PM-WO-DRYRUNXW901 E2E - Service Description Nam...	No 160.00 GBP	  
<a href="#">1012679</a>	02/02/2021	Issued	None	PM-WO-DRYRUNXW900 E2E - Service Description fir... PM-WO-DRYRUNXW900 E2E - Service	No 160.00	