



# Supplier Portal

-

Check an order after a Submit  
Change request












Select Customer  ▾  
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 <span>All</span> <span>▾</span> <input type="text" value="Search"/> <span>🔍</span>									
PO Number	Order Date	Status	Acknowledged At	Items	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...	No	195.00 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 - has been kicked open - h...	No	60.00 GBP		 	
<a href="#">1012532</a>	18/11/2020	Cancelled	None	floor on 1st floor needs cleanina - some	No	500.00			

 Send a support request

If you want to check the order click on the individual PO number to open it



Select Customer FIRST PORT

## Purchase Order #1012621

There is a pending change request on this purchase order. [Click to view pending change](#)

**Status** Issued - Sent via Email  
**Order Date** 18/01/2021  
**Revision Date** 18/01/2021  
**Requester** Mike Davies  
**Email** mike.davies@firstport.co.uk  
**Payment Term** END1M  
**\* Type** Planned  
**\* Urgency** n/a - Planned Order  
**Start Date** None  
**End Date** None  
**In Progress?**   
**Asbestos** No

### Shipping

**Ship-To Address** 12591 Upgrade street  
12591 Upgrade street2  
San Mateo, CA 11111  
United States  
Attn: Mike Davies  
**Tax Registration** VAT1111  
**Hazard** THERE IS ASBESTOS ON THIS SITE: If there 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  
**Terms** DDP

The Yellow bar shows that a price change request has been submitted on this order



# Step Three

Purchase Orders #1012621

## Pending Change Request

**Initiated By** Supplier  
**Submitted On** 18/01/2021  
**Change Reason** Additional materials required  
**Justification**

## General Info

**Change Status** Pending Approval  
**Status** Issued - Sent via Email  
**Order Date** 18/01/2021  
**Revision Date** 18/01/2021  
**Requisition #** 1076600  
**Requester** Mike Davies  
**Ship To User** Mike Davies  
**Department** None  
**Payment Term** END1M  
**Status Date** None  
**Status Comments** None  
**\* Type** Planned  
**\* Urgency** n/a - Planned Order  
**Insurance?** Yes

## Shipping

**Address** 12591 Upgrade street  
12591 Upgrade street2  
San Mateo, CA 11111  
United States  
Attn: Mike Davies  
**Tax Registration** VAT1111  
**Hazard** THERE IS ASBESTOS ON THIS SITE: If there 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](#)  
**Terms** DDP

## Supplier

By clicking the yellow bar you can see the changes that have been requested on this order



Description

Transmission Method Supplier default (Email)

Work Order ID PM-WO-DRYRUNXW730

Additional Images No

Asbestos No

Retry None

Attachments None

# Step Four

## Lines

Type	Item	Qty	Unit	Price	Total
1	PM-WO-DRYRUNXW730 E2E - Service Description first hour reactive Plumbing			90.00 <del>80.00</del> GBP	90.00 <del>80.00</del> GBP
<p><b>Need By</b> 24/09/2020</p>					
2	PM-WO-DRYRUNXW730 E2E - Service Description Name Example			90.00 <del>80.00</del> GBP	90.00 <del>80.00</del> GBP
<p><b>Need By</b> 24/09/2020</p>					
				<b>Total</b>	<b>180.00</b> <del>160.00</del> GBP

By scrolling down you can see the individual amendments you have made to the order

