



Purchase Order Request for Changes (SIR)

October 2017

Presented by:

Vendor Services, Nabors Corporate Services
Vendor.services@nabors.com

DRILLING
OPERATIONS

DRILLING
SOLUTIONS

DRILLING
EQUIPMENT



NABORS



NOTE: NOTE: The Oracle Portal should only be used to access documents from NABORS COPROPRATE SERVICES, NABORS ALASKA, NABORS CANADA or SANAD Operating Units. To access documents from any other Nabors entity (NLF2, Canrig etc.) the User should log in to the NSG portal.

Purchase Order Request for Changes (SIR)



A Request for Change to a PO can be submitted after the PO has been Acknowledged (if required) in the portal. User will be able to request the following actions at the line level of the PO

- Add the vendor's item number.
- Change the price of the item.
- Change the quantity.
- Change the Promised Date.
- Request an additional line be added to the PO.

Any other changes that are required can be requested through notes to the Buyer in the field noted as Additional Change Request

Purchase Order Request for Changes (SIR) continued



The User should access the PO through the Advanced Search option under the Nabors Procurement & Invoice Functions page.

Oracle Applications Home Page

✓ **TIP** You have 1 open notifications in your Worklist. Please use the Workflow Worklist to view and respond to your notifications.

Worklist

Full List (1)

From	Subject	Sent
THOMAS, CASEY	CORPORATE SERVICE - Nabors Standard Purchase Order 3588720,0 requires your acceptance	04/07/2017

✓ **TIP** [Vacation Rules](#) - Redirect or auto-respond to notifications.

✓ **TIP** [Worklist Access](#) - Specify which users can view and act upon your notifications.

Navigator

Personalize

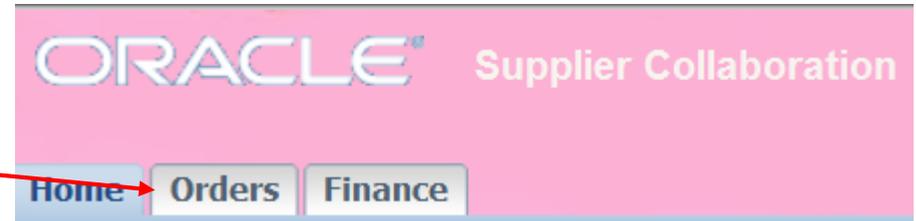
- NI_SUPP_NEGOTIATIONS
- NI_SUPP_NONPO_USER_ADM
- NI_SUPP_PO_INVOICE**
- NI_SUPP_PO_REQ_INVOICE
- NI_SUPP_PUR_REQ_SHIP_INVOICE
- NI_SUPP_PUR_SHIP_INVOICE
- NI_SUPP_REQ_SHIP_INVOICE
- NI_SUPP_REQ_USER_ADMIN
- NI_SUPP_USER_ADMIN

Nabors Procurement & Invoice Functions

Home Page

Purchase Order Request for Changes (SIR) continued

Once the User has accessed the Supplier Collaboration page the Orders tab should be selected.



Select the Advanced Search option



Enter the PO # and select the Go option

A screenshot of the Oracle 'Advanced Search' form. The form title is 'Advanced Search'. Below the title, there is a heading: 'Specify parameters and values to filter the data that is displayed in your results set.' There are two radio buttons: the first is selected and labeled 'Show table data when all conditions are met.', and the second is labeled 'Show table data when any condition is met.'. The form contains four search criteria, each with a dropdown menu for the operator and a text input field for the value:

- 'PO Number' with operator 'is' and value '13811244'.
- 'Document Type' with operator 'is' and an empty input field.
- 'Order Date' with operator 'is' and an empty input field with a calendar icon and the text '(example: 03/23/2017)' below it.
- 'Buyer' with operator 'is' and an empty input field.

At the bottom of the form, there are buttons for 'Go', 'Clear', 'Add Another', 'Acknowledgement Status' (with a dropdown arrow), and 'Add'. A red arrow points from the text 'Enter the PO # and select the Go option' to the 'Go' button. Another red arrow points from the same text to the 'PO Number' input field.

Purchase Order Request for Changes (SIR) continued



The search results screen will allow the User to select the PO Number link which will open the PO.

Select Order: Acknowledge Request Cancellation Request Changes View Change History						
Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date
<input type="radio"/>	13811244	1	CORPORATE_SERVICE	Standard PO	X49 - AIRGAS - BIWEEKLY ORDER - PER CORPORATE ***SHIP TO 2500 W OREGON ODESSA, TEXAS 79764***MARK ALL BOXES WITH RIG X49***	07/08/2016 10:29:30

Ensure that Request Changes is in the Actions field on the right side of the page and select Go

Actions

Purchase Order Request for Changes (SIR) continued



The system will open the PO document so that the User can make the necessary changes for submission to the Buyer.

Request Changes for Standard Purchase Order : 13811244,1 (Total USD 1541.70)

Currency=USD

[Cancel](#)
[Cancel Entire Order](#)
[Printable View](#)
[View Change History](#)
[Export](#)
[Submit](#)

Order Information

<p>General Information</p> <p>Total 1541.70</p> <p>Supplier AIRGAS INC</p> <p>Supplier Site DFLTPO</p> <p>Address 259 N RADNOR CHESTER ROAD RADNOR, PA 19317</p> <p>Buyer LEJEUNE, NICHOLAS G</p> <p>Order Date 07/08/2016 10:29:30</p> <p>Description X49 - AIRGAS - BIWEEKLY ORDER - PER CORPORATE ***SHIP TO 2500 W OREGON ODESSA, TEXAS 79764***MARK ALL BOXES WITH RIG X49***</p> <p>Status Open</p> <p>Note to Supplier</p> <p>Sourcing Document</p> <p>Organization CORPORATE_SERVICE</p> <p>Supplier Order Number <input type="text"/></p> <p>Attachments View</p>	<p>Terms and Conditions</p> <p>Payment Terms STD</p> <p>Carrier VT</p> <p>FOB DESTINATION</p> <p>Freight Terms PREPAID & INCLUDED</p> <p>Shipping Control</p> <p>Ship-To Address</p> <p>Address NDTUSA - ODESSA 2500 W OREGON ODESSA, TX 79764</p> <p>Bill-To Address</p> <p>Address Nabors Drilling Technologies USA, Inc. dba Nabors Drilling USA - ACCOUNTS PAYABLE DEPARTMENT P.O. BOX 672008 HOUSTON, TX 77267</p>	<p>Related Information</p> <p>Invoices</p> <p>Payments</p>
---	--	---

PO Details

✔ **TIP** You can cancel the entire order or specific lines.
✔ **TIP** Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

[Show All](#) [Hide All](#)

Details	Line	Type	Item	Item/Job	Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Note to Billed Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
Show	1	Expense				MSAA1@WHT	HAT, HARD, WHITE, V-GARD, W/ RATCHET SUSPENSION, FULL BRIM STYLE, SLOTTED, W/ NABORS LOGO	EACH	5	12.52	62.60				Open				
Show	2	Expense				MSAA1@YLW	HAT, HARD, YELLOW, V-GARD, W/ RATCHET SUSPENSION, FULL BRIM STYLE, NON-SLOTTED, W/ NABORS LOGO	EACH	3	12.52	37.56				Open				
Show	3	Expense				K454514499	LINER, HARD HAT, WINTER, 325 ULTRA DETACHABLE, EAR/NECK PIECE, 3 PER PACK	EACH	6	7.85	47.10				Open				

Purchase Order Request for Changes (SIR) continued



As a reminder, any changes requested through the SIR process require the User to attach confirmation (signed by a Nabors employee) that all requested changes were approved by Nabors Operations. This attachment should be done at the line level on the first line where a change is being requested. In the new Oracle portal this attachment process should be done prior to the User entering any changes in the available fields. **NOTE:** *If the attachment is not done prior to changes being entered all changes entered will be erased.* To attach a document the User should select the green plus sign in the Attachment column.

PO Details																		
<p>✓ TIP You can cancel the entire order or specific lines.</p> <p>✓ TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.</p> <p>Show All Hide All</p>																		
Details	Line	Type	Item/Job Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement Config ID	Supplier	Reason	Attachments
Hide	1	MRO	1033820		VALVE, 1" SELECTOR, 4-WAY, 3000# PSI, SHEAR-SEAL TYPE	EACH	1	4000	4000.00					Open	15005066			
Shipments																		
Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount Promised	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action		
1	CWL+HOU	1	4000		4000.00	06/21/2017 00:00:00	06/21/2017 00:00:00					Open						

Purchase Order Request for Changes (SIR) continued



The Summary / Define Attachment screen will open and the User can select the necessary PDF document and attach to the Request for Change.

Home | **Orders** | Finance

Purchase Orders | Agreements | Purchase History | RFQ

Orders: Purchase Orders > View Order Details > Request Changes for Nabors Standard Purchase Order >

Add Attachment

Add ▾

Attachment Summary Information

Title

Description

Category **Miscellaneous**

Define Attachment

Type File

URL

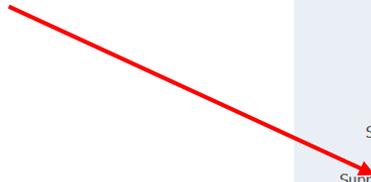
Text

If you need further assistance please see the training document titled Adding An Attachment

Purchase Order Request for Changes (SIR) continued



At the PO Header level the User can enter their Order Number.



Order Information

General Information

Total **1541.70**
 Supplier **AIRGAS INC**
 Supplier Site **DFLTPO**
 Address **259 N RADNOR CHESTER ROAD
 RADNOR, PA 19317**
 Buyer [LEJEUNE, NICHOLAS G](#)
 Order Date **07/08/2016 10:29:30**
 Description **X49 - AIRGAS - BIWEEKLY ORDER - PER
 CORPORATE ***SHIP TO 2500 W
 OREGON ODESSA, TEXAS
 79764***MARK ALL BOXES WITH RIG
 X49*****
 Status **Open**
 Note to Supplier
 Sourcing Document
 Organization **CORPORATE_SERVICE**
 Supplier Order Number
 Attachments [View](#)

When viewing the PO Details (line level) the User will be able to change information in the Supplier Item, and Price (on non-catalog items only). **NOTE: All changes made at the line level will require the User enter a reason for the change in the Reason column.**

PO Details

✓ TIP You can cancel the entire order or specific lines.
 ✓ TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

[Show All](#) [Hide All](#)

Details	Line	Type	Item/Job Revision	Item	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Reason	Attachments
Show	1	MRO	1033820		<input type="text"/>	VALVE, 1" SELECTOR, 4-WAY, 3000# PSI, SHEAR-SEAL TYPE	EACH	1	<input type="text"/>	4000	4000.00				Open	15005066		<input type="text"/>	
Show	2	MRO	1261271		1261271	BREAKER, CIRCUIT E3H, 2500A, 3P, LSI IEC F HR	EACH	1	<input type="text"/>	175.15	175.15				Open	15005066		<input type="text"/>	
Show	3	MRO	1078162		1078162	LINER, ZIRCONIA; 7"; FB-1300/1600, FC-1300	EACH	1	<input type="text"/>	3250	3250.00				Open	15005066		<input type="text"/>	

Purchase Order Request for Changes (SIR) continued



To change the Quantity Ordered or the Promise Date the User will need to select the Show option to the left of the Line Number under the Details column.

PO Details

✓ **TIP** You can cancel the entire order or specific lines.
 ✓ **TIP** Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.
[Show All](#) [Hide All](#)

Details	Line	Type	Item/Job Revision	Item Supplier	Item Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Reason	Attachments
Show	1	MRO	1033820		VALVE, 1" SELECTOR, 4-WAY, 3000# PSI, SHEAR-SEAL TYPE	EACH	1	4000	4000.00					Open	15005066			
Show	2	MRO	1261271	1261271	BREAKER, CIRCUIT E3H, 2500A, 3P, LSI IEC F HR	EACH	1	175.15	175.15					Open	15005066			
Show	3	MRO	1078162	1078162	LINER, ZIRCONIA; 7"; FB-1300/1600, FC-1300	EACH	1	3250	3250.00					Open	15005066			

Selection of the Show option explodes the line allowing the User to make the required changes to the Quantity Ordered and the Promise date.

PO Details

✓ **TIP** You can cancel the entire order or specific lines.
 ✓ **TIP** Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.
[Show All](#) [Hide All](#)

Details	Line	Type	Item/Job Revision	Item Supplier	Item Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Reason	Attachments
Hide	1	MRO	1033820		VALVE, 1" SELECTOR, 4-WAY, 3000# PSI, SHEAR-SEAL TYPE	EACH	1	4000	4000.00					Open	15005066			

Shipments

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
1	CWL-HOU	1	4000			4000.00	06/21/2017 00:00:00	06/21/2017 00:00:00					Open				

Purchase Order Request for Changes (SIR) continued



If the User has selected the Show option to change the Quantity or the Promised Date, the Reason should be entered on the exploded line, not on the original PO line. Also required is the selection of an Action. The User will need to select the Cancel or Change option on the right side of the exploded line. The selection of Cancel will indicate that the User is requesting this line be removed from the PO and selection of Change will indicate that the User is requesting the Buyer change some information on the line.

PO Details

TIP You can cancel the entire order or specific lines.
 TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.
[Show All](#) [Hide All](#)

Details	Line Type	Item	Item/Job Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Reason	Attachments
<input type="checkbox"/> Hide	1	MRO	1033820		VALVE, 1" SELECTOR, 4-WAY, 3000# PSI, SHEAR-SEAL TYPE	EACH	1	4000	4000.00					Open	15005066			

Shipments

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount Promised	Promise Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action	
1	CWL-HOU	1	4000		4000.00		05/21/2017 00:00:00	06/21/2017 00:00:00					Open				<input type="button" value="Cancel"/> <input type="button" value="Change"/>	
<input checked="" type="checkbox"/> Show	2	MRO	1261271		1261271		BREAKER, CIRCUIT E3H, 2500A, 3P, LSI IEC F HR	EACH	1	175.15	175.15			Open	15005066			

Purchase Order Request for Changes (SIR) continued



The User has the option to request that a new line be added to the PO by selecting the Add New Line button near the bottom of the page.

Request to Add New Line

Select	* Related PO Line	Item Description	* Supplier Item	OEM Manufacturer	OEM Part Number	* Quantity	* Price	* Reason	Buyer Response
	No results found.								

Purchase Order Request for Changes (SIR) continued



All required information is noted by an asterisk but it is recommended that all the fields be populated. **Note:** *The User is required to enter a comment in the Reason field.*

Request to Add New Line

Delete Row(s) | Add New Line

Select All | Select None

Select Line	* Related PO	Item	Description	* Supplier Item	OEM Manufacturer	OEM Part Number	* Quantity	* Price	* Reason	Buyer Response
<input type="checkbox"/>	1									

Request to Add New Line

Delete Row(s) | Add New Line

Select All | Select None

Select PO Line	* Related PO	Item	Description	* Supplier Item	OEM Manufacturer	OEM Part Number	* Quantity	* Price	* Reason	Buyer Response
<input type="checkbox"/>	1	1000014	BUSHING,HEX;BLACK MT;SZ 1-1/2IN X 1/2IN	1000014	A & A MANUFACTURING	1000014	10	1.00	quest by Rig Supervisor	

Note: *The search option is available by selecting the Find icon next to the Item and OEM Manufacturer.*

Purchase Order Request for Changes (SIR)



The final option available to the User is the Additional Change Requests. This is a free text field for the User to request a change not available through other options.

PO Details

✓ TIP You can cancel the entire order or specific lines.
✓ TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

[Show All](#) [Hide All](#)

Details	Line	Type	Item/ Job Revision	Item	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement ID	Supplier
Show	1	MRO	1033820			VALVE, 1" SELECTOR, 4-WAY, 3000# PSI, SHEAR-SEAL TYPE	EACH	1	4000	4000.00					Open	15005066	
Show	2	MRO	1261271		1261271	BREAKER, CIRCUIT` E3H, 2500A, 3P, LSI IEC F HR	EACH	1	175.15	175.15					Open	15005066	
Show	3	MRO	1078162		1078162	LINER, ZIRCONIA; 7"; FB-1300/1600, FC-1300	EACH	1	3250	3250.00					Open	15005066	

Request to Add New Line

|

[Select All](#) | [Select None](#)

* Related	Select PO Line	Item	Description	* Supplier Item	OEM Manufacturer	OEM Part Number	* Quantity	* Price	* Reason	B
<input type="checkbox"/>	1									

Additional Change Requests

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

Additional Changes

Purchase Order Request for Changes (SIR)

Once all changes and required information have been entered or added to the PO document the User will need to submit the Request for Change by selecting the Submit button on the right side of the page.

The screenshot displays the Oracle Supplier Collaboration interface. At the top, the Oracle logo and 'Supplier Collaboration' text are visible. Navigation links include 'Home', 'Orders', and 'Finance'. The 'Orders' section is active, showing 'Purchase Orders', 'Agreements', 'Purchase History', and 'RFQ'. The current page is titled 'Request Changes for Nabors Standard Purchase Order : 15007147,0 (Total USD 7425.15)'. Below the title, there are several buttons: 'Cancel', 'Cancel Entire Order', 'Printable View', 'View Change History', 'Export', and 'Submit'. The 'Submit' button is circled in red. Below the buttons, there is a section titled 'Order Information' with three sub-sections: 'General Information', 'Terms and Conditions', and 'Related Information'. The 'General Information' section shows 'Total 7425.15' and 'Supplier TEST 5212'. The 'Terms and Conditions' section shows 'Payment Terms STD' and 'Carrier MF'. The 'Related Information' section shows 'Invoices' and 'Payments'.