

HOW TO: SUBMIT A CHANGE REQUEST PART 2



- Email requests are accessed from the same portal pop-up.
- They cannot be associated to existing portal documents but can include attachments.



Method 2: Submitting via Email

- In the pop-up, select 'Launch' under Request by Email
 - The first time will ask you to select your email provider
- Enter your request in the new email window, making sure not to modify any of the pre-existing body text or subject line
- The pre-existing text associates the email to the correct customer/vendor, and the logic should be written above "Type in your Map request..."
- If you are citing specific examples, please include the document number in your email.

Attach any files as needed, which could include an annotated document for an initial request, or explanatory screenshots, and click **Send**.

Send

From user2@conexiom.com

To map.request

Cc

Subject Map Request

PO P0001234 Annotated.pdf
185 KB

IF there is no value under "Your Part #" column, then take the term before the dash in the "Description column". PO 1234, line 1 part number is P20955. See annotated document for examples.

Type in your Map request and attach any documents associated with it.

When replying, type your text above this line. Typing below this line will likely result in delays and the possibility of misfiled emails.

Thank You

EID:049e8f82-2e9a-4d48-b9a3-e64c68980851:EID

"Request Category: Not functioning as expected"



Annotated Documents

Purchase Order

Order Number: P000/123-4

Example Company 1
1001 Example St 1, Example Town 1, 10001
Example Country 1

Page: 1
Date: 2/2/2024

Buyer: Buyer 1
Terms: 1% 10 NET 30 Days

Our order number and part number must appear on invoice, B/L bundles, cases, packing list, and correspondence.

Vendor: 3456
Conexiom Insights
123 Premier Street
Kitchener, ON N7G 2R0

Ship To:
Example Company 1
1001 Example St 1, Example
Town 1, 10001
Example Country 1

Ship Via: SDPS Ground (up to 5 Bus Days)
FOB: SHIPPING POINT

| Line | Delivery Date | OUR PART# | YOUR PART# | Description | U/M | Qty Ordered | Unit Price | Ext Price |
|------|---------------|-----------|------------|---|-----|-------------|------------|-----------|
| 1 | 2/2/2024 | WF28 | P20955 | P20955 - FLWASHR H .195X .131X.028SZ# 5 | EA | 200 | 1.23 | 246.00 |

Things to Consider

- Ensure the file name contains "**Annotated**".
- Use the Highlighting AND Comments features together.
 - Comments provide clarity on ambiguous fields

- Can be attached to email requests
- Typically used for initial mapping or if the document layout has changed since initial mapping
- Annotations are only used to explain where information is found on the document
- Additional logic, clean-up, or transformations must be summarized in the body of the change request and NOT nested in the annotations

For either submission format, the Connection Development (CD) team will reach out to the **Business Rep** when the map is completed or if more information is required. In the case of an email request, the team will reach out to the **sender of the email**.

Change request history is available in the portal under the "Account History" tab.