

End User Requirements – Initial Acknowledgement of Blanket Releases

1. Purpose

- 1.1. The purpose of this procedure is to Initially Acknowledge a Blanket Release in iSupplier by Supplier, populate the Promise Date and submit for Buyer Acknowledgment.

2. Scope

- 2.1. This procedure applies to all Suppliers at AFL, Hyperscale North America, and Australia.

3. Responsibility

- 3.1. This document will be maintained, reviewed, and updated by the Supplier or their designee at AFL in North America.

4. Overview

- 4.1 This procedure provides steps and screenshots to Initially Acknowledge a Blanket Release by Supplier and populate Promise Date by Supplier.

5. Requirements

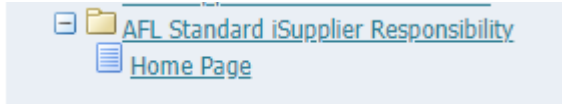
- 5.1 Users must have necessary Oracle responsibilities and security assigned to them to complete the following steps.

6. Procedure – Initial Acknowledgement of a Blanket Release and Populate Promise Date and Acknowledge Ship Date

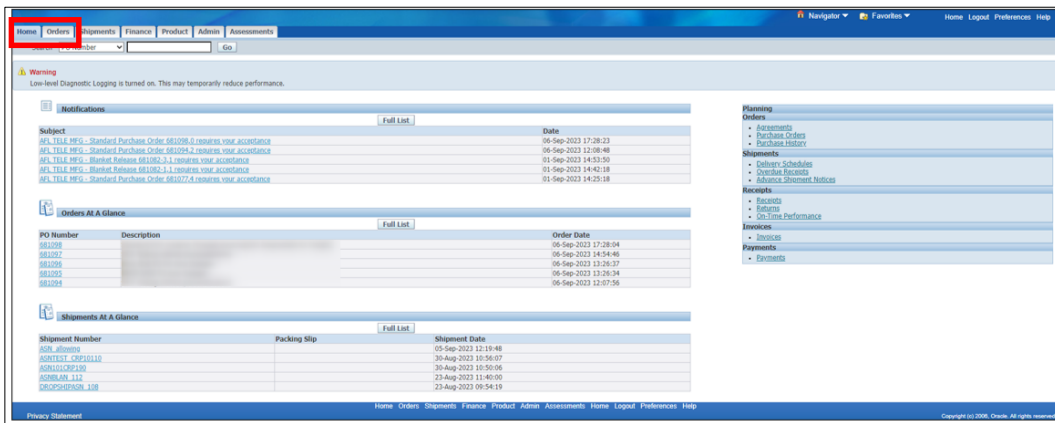
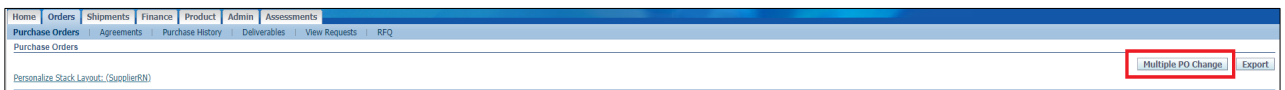
- 6.1 Supplier will Receive an email from Buyer stating there is a Blanket Release that requires acknowledgement.
 - Supplier will receive an email with Action Required in the subject line. There will be a link in the message to **Please click here to Respond**. Click the link to go to the iSupplier page.



- 6.2 Navigate to the **AFL Standard iSupplier Responsibility**.
- 6.3 Double click the **Home Page** function.



- 6.4 Click on the **Orders** tab and click on **Multiple PO Change** and **View, Purchase Orders to Acknowledge** or click on **Advanced Search** to search for a particular purchase order number.



- 6.5 Complete the fields as required and click the **Go** button to display the PO Details.



Or click on **View: Shipments Requiring Acknowledgment**

6.6 Click on the check box to select all lines. Or if you want to select specific PO and lines, you'll need to check only those PO's and lines.

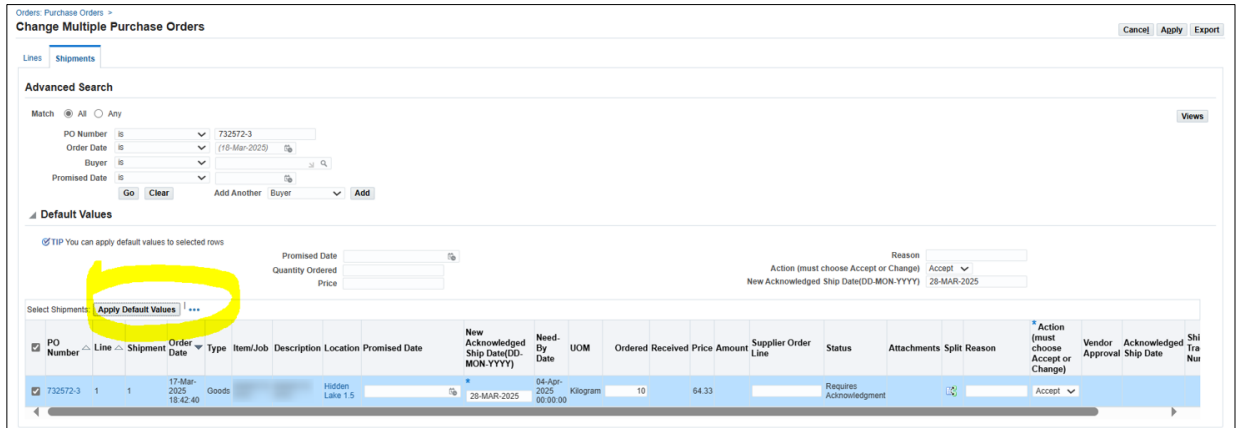
PO Number	Line	Shipment	Order Date	Type	Item/Job	Description	Location	Promised Date	New Acknowledged Ship Date(DD-MON-YYYY)	Need-By Date	UOM	Ordered	Received	Price	Amount	Supplier Order Line	Status	Attachments	Split	Reason	Action (must choose Accept or Change)	Vendor Approval	Acknowledged Ship Date	Shipment Track#
732447	1	1	01-Feb-2025	Goods						01-Jul-2025	Meter	6475	45.03				Requires Acknowledgment							
732447	2	1	01-Feb-2025	Goods						01-Jul-2025	Meter	8798	25.51				Requires Acknowledgment							

6.7 In the case where **Promise Date** is the same as the **Need By Date**, only populate the **New Acknowledged Ship Date** and select **Action: Accept**

Note: For **Action: Accept** the **Reason** is not required to be entered.

PO Number	Line	Shipment	Order Date	Type	Item/Job	Description	Location	Promised Date	New Acknowledged Ship Date(DD-MON-YYYY)	Need-By Date	UOM	Ordered	Received	Price	Amount	Supplier Order Line	Status	Attachments	Split	Reason	Action (must choose Accept or Change)	Vendor Approval	Acknowledged Ship Date	Shi Tra Nu
732572-3	1	1	17-Mar-2025	Goods		Hidden Lata 1.5			28-MAR-2025	04-Apr-2025	Kilogram	10		64.33			Requires Acknowledgment				Accept			

Click on **Apply Default Values** to populate values for all shipment lines.



Orders: Purchase Orders >
Change Multiple Purchase Orders

Advanced Search

Match All Any

PO Number is 732572-3
Order Date is (18-Mar-2025)
Buyer is
Promised Date is

Go Clear Add Another Buyer Add

Default Values

TIP You can apply default values to selected rows

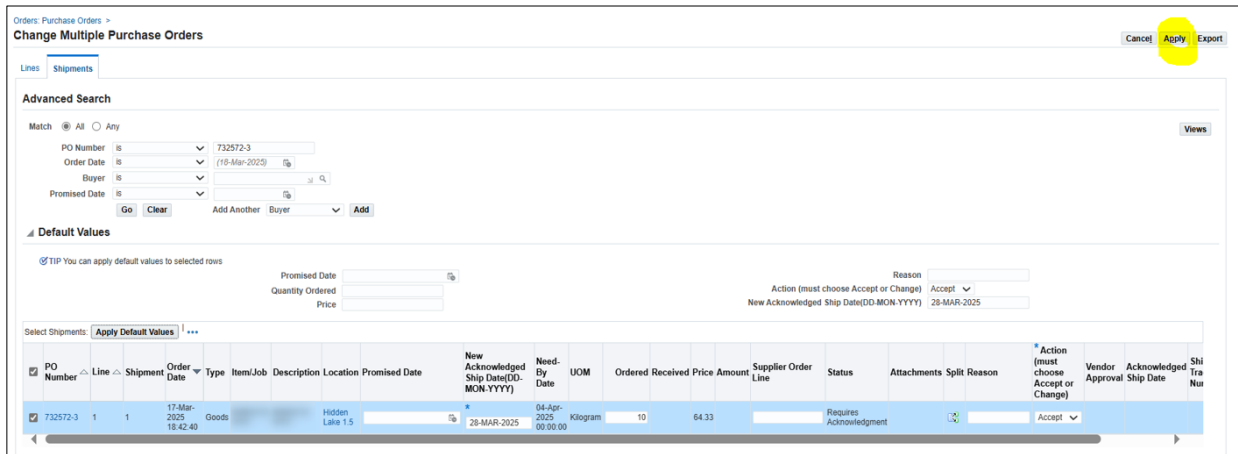
Promised Date
Quantity Ordered
Price

Reason
Action (must choose Accept or Change) Accept
New Acknowledged Ship Date(DD-MON-YYYY) 28-MAR-2025

Select Shipments: **Apply Default Values** + ...

PO Number	Line	Shipment	Order Date	Type	Item/Job	Description	Location	Promised Date	New Acknowledged Ship Date(DD-MON-YYYY)	Need-By Date	UOM	Ordered	Received	Price	Amount	Supplier Order Line	Status	Attachments	Split Reason	Action (must choose Accept or Change)	Vendor Approval	Acknowledged Ship Date	Shi Tra Nu
732572-3	1	1	17-Mar-2025 18:42:40	Goods		Hidden Lake 1.5			28-MAR-2025	04-Apr-2025 00:00:00	Kilogram	10		64.33			Requires Acknowledgment			Accept			

6.8 Click on **Apply**



Orders: Purchase Orders >
Change Multiple Purchase Orders

Advanced Search

Match All Any

PO Number is 732572-3
Order Date is (18-Mar-2025)
Buyer is
Promised Date is

Go Clear Add Another Buyer Add

Default Values

TIP You can apply default values to selected rows

Promised Date
Quantity Ordered
Price

Reason
Action (must choose Accept or Change) Accept
New Acknowledged Ship Date(DD-MON-YYYY) 28-MAR-2025

Select Shipments: **Apply Default Values** + ...

PO Number	Line	Shipment	Order Date	Type	Item/Job	Description	Location	Promised Date	New Acknowledged Ship Date(DD-MON-YYYY)	Need-By Date	UOM	Ordered	Received	Price	Amount	Supplier Order Line	Status	Attachments	Split Reason	Action (must choose Accept or Change)	Vendor Approval	Acknowledged Ship Date	Shi Tra Nu
732572-3	1	1	17-Mar-2025 18:42:40	Goods		Hidden Lake 1.5			28-MAR-2025	04-Apr-2025 00:00:00	Kilogram	10		64.33			Requires Acknowledgment			Accept			

The change request will be submitted for approval.

Information

Purchase Order 694529-3 : - Change Request has been submitted for Approval

6.9 In the case of a change in **Promise Date**, enter the **Promised Date** and **New Acknowledged Ship Date**. In the **Action** column, select **Change** from the drop-down menu and enter the **Reason** at the shipment line level. Click on **Apply Default Values** to populate values for all shipment lines.

6.10 Click on Apply

6.11 The change request will be submitted for approval.

In the case of **Promise Date** or **Quantity** change, PO requires Buyer approval once supplier completes the changes.