

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 <u>Please click here to Respond</u>. Click the link to go to the iSupplier page.

	Action Required. AFL TELE MFO - bianket Release contro-1,0 requires your acceptance
	Oracle R12 Workflow - AFLPRD -EBSR12_AFLPROJ8aRglobal.com- to me.
	Time Zone (GMT -04:00) Eastern Time
	Rom To Sert 12-007-2023 17/20:53 ID 4236477
	Please log to ARL Supplier Portal to review and acknowledge this PO.
_	Please log to AR. (Supplier Partal to review and advoveledge this PO. Note that you will have to advoveledge each PO Shipment Line.
C	Please log to ARL iSupplier Portal to review and acknowledge this PO. Note that you will have to acknowledge each PO Shipment Line.
C	Please log to AR. Supplier Portal to review and admonitedge this PO. Note that you will have to admonitedge each PO Shipment Line.
C	Please log to AR. (Supplier Partal to review and advice/lege this PO. Note that you will have to advice/lege each PO Shipment Line. Please click here to Rescond 2 Attachments • Scanned by Gmail ()
C	Please log to AR. Suppler Portal to review and admonifedge this PO. Note that you will have to admonifedge each PO Shipment Line. Please click here to Respond Attachments • Scanned by Gmail () Attachments • Scanned by Gmail
C	Please log to AR. Suppler Portal to review and advowledge this PO. Note that you will have to advowledge each PO Shipment Line. Please click here to Respond 2 Attachments • Scanned by Gmail () Committee



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

Ξ 🗀 🗛	FL St	andard	iSupplier	Responsibility
<u> </u>	Home	e Page		

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.

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Low-level Diagnostic Logging is turned on. This may temp	orarily reduce performance.					
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Notifications				Planning		
		Full List		Agreements		
Subject			Date	Purchase Orders		
AFL TELE MEG - Standard Purchase Order 681094 2 rec	pures your acceptance		06-Sep-2023 17:20:23	Purchase History		
AFL TELE MFG - Blanket Release 681082-3.1 requires v	your acceptance		01-Sep-2023 14:53:50	Shipments		
AFL TELE MEG - Blanket Release 681082-1.1 requires v	your acceptance		01-Sep-2023 14:42:18	Detivery Schedules Overdue Receipts		
AFL TELE MFG - Standard Purchase Order 681077.4 rec	duires your acceptance		01-Sep-2023 14:25:18	 Advance Shipment Notices 		
				Receipts		
R				<u>Receipts</u> Petrons		
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681095			06-Sep-2023 13:26:34			
681094			06-Sep-2023 12:07:56			
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		Home Orders Shipments Fina	ance Product Admin Assessments Home Logout Preferences	Help		
Privacy Statement					Copyright (c) 2006, Oracle. All rights reserved.	

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

Orders Purchase Orders > Change Multiple Purchase Orders		Cancel Apply Export
Lines Shipments		
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PO Number is 732572-3		
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TIP You can apply default values to selected rows		
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Or click on View: Shipments Requiring Acknowledgment

Orders: Purchase Orders > Change Multiple Purchase Orders				Cancel Apply Export
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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.

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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.

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

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The change request will be 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.

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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.