

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 Acknowledge Ship 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 and Acknowledge Ship Date by Supplier.

5. Requirements

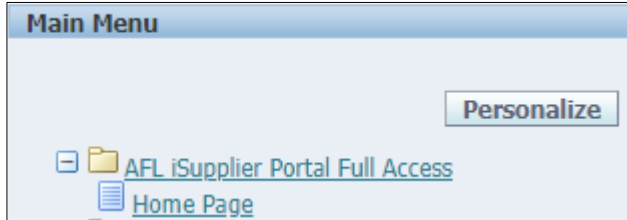
- 5.1 Users must have necessary Oracle responsibilities and security assigned to them to complete the following steps.

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 iSupplier Portal Full Access** responsibility.
- 6.3 Double click the **Home Page** function.



- 6.4 Click on the **Orders** tab and **View, Purchase Orders to Acknowledge** or click on **Advanced Search** to search for particular PO#.

Search PO Number Go

Notifications		Full List
Subject		Date
AFL TELE MFG - Blanket Release 681175-1.0 requires your acceptance		12-Oct-2023 17:20:53
AFL TELE MFG - Blanket Purchase Agreement 681175.0 requires your acceptance		12-Oct-2023 16:56:30
AFL TELE MFG - Blanket Purchase Agreement 681174.0 requires your acceptance		12-Oct-2023 16:42:21
AFL TELE MFG - Standard Purchase Order 681173.1 requires your acceptance		12-Oct-2023 13:40:49
AFL TELE MFG - Standard Purchase Order 681172.0 requires your acceptance		12-Oct-2023 10:17:28

Orders At A Glance			Full List
PO Number	Description		Order Date
681175-1	Work Instructions for creating Blanket Agreement		12-Oct-2023 17:19:39
681175	Work Instructions for creating Blanket Agreement		12-Oct-2023 16:54:57
681174	Work instructions to create Blanket Agreement creation		12-Oct-2023 16:40:42
681171	Purchase Order Split by Supplier Post Acknowledgment		12-Oct-2023 15:02:52
681173	Purchase Order Split by Supplier Pre Acknowledgment		12-Oct-2023 13:39:21

Shipments At A Glance			Full List
Shipment Number	Packing Slip		Shipment Date
ASN_SPLIT_QTY_DEMO			12-Oct-2023 12:33:52
ASN_DEMO_PARTIAL_QTY	FEDEX_ASN_DEMO_PARTIAL_PL		12-Oct-2023 12:10:33
ASN_DEMO_SUPPLIER	UPS_ASN_DEMO_PL		12-Oct-2023 11:00:23
ASN_UAT_DOC_TEST			27-Sep-2023 15:50:36
ASNTTEST_Tracking			26-Sep-2023 13:37:27

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

Specify parameters and values to filter the data that is displayed in your results set.

Show table data when all conditions are met.
 Show table data when any condition is met.

PO Number

Document Type

Order Date (example: 27-Sep-2023)

Buyer

6.6 Select a PO and click on the PO number.

6.7 Select the option from the Actions drop-down menu at the bottom of the page and click **Go**.

If the **Promised Date** is the same as the **Need By Date**, select **Acknowledge** from the dropdown list.

6.8 Expand the PO Shipment line details by clicking **Show All**.

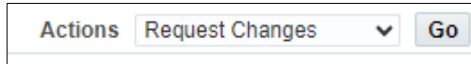
Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	New Acknowledged Ship Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments Split Reason	Action	Vendor Approval	Acknowledged Ship Date
1	ACA - Laredo	10	1			10.00		22-May-2024	10-May-2024 00:00:00					Requires Acknowledgment		Accept		

6.9 Enter the **New Acknowledged Ship Date**. In the Action column, select **Accept** from the drop-down.
NOTE: if there are multiple lines, the information should be populated at each shipment line level.

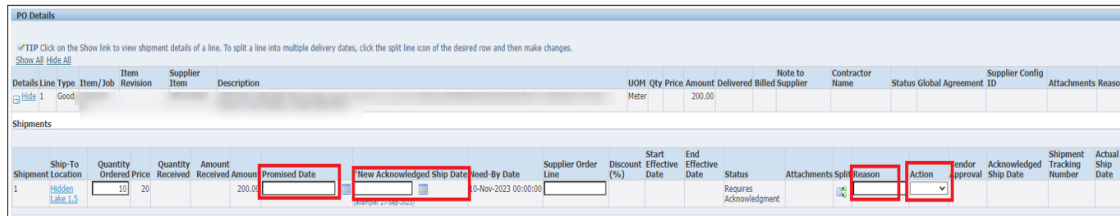
Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	New Acknowledged Ship Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments Split Reason	Action	Vendor Approval	Acknowledged Ship Date
1	ACA - Laredo	10	1			10.00		23-May-2024	10-May-2024 00:00:00					Requires Acknowledgment	Accept			

6.10 Once **Details** are populated for all the required fields such as **New Acknowledged Ship Date** and **Action**, click **Submit** at the bottom of the page.

6.11 If **Promise Date** is not the same as the need by date then Select the **Request Changes** option at the bottom of and click the **Go** button.

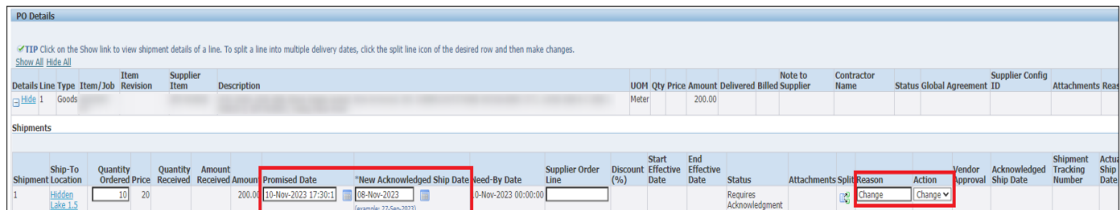


6.12 Expand the PO Shipment line details as shown below.



Details Line Type	Item/Job Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Supplier	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason	Action
1	Goods			Meter			200.00											

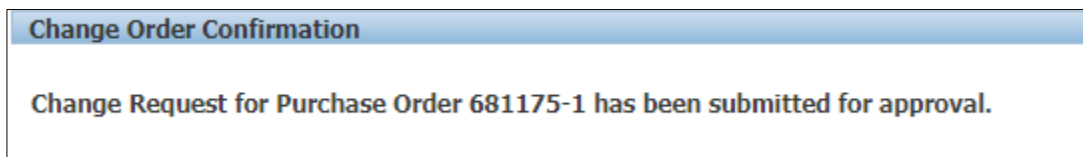
6.13 Enter the **Promised Date** and **New Acknowledged Ship Date** (this is mandatory for time). In the Action column, select **Change** from the drop-down menu and enter the **Reason** at shipment line level. **NOTE:** if there are multiple lines, the information should be populated at each shipment line level.



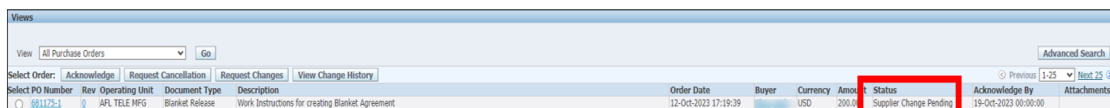
Details Line Type	Item/Job Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Supplier	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason	Action
1	Goods			Meter			200.00											Change

6.14 Once **Details** are populated for all the required fields such as **Promised Date**, **New Acknowledged Ship Date**, **Action** and **Reason**, click **Submit** at bottom of the page.

- This message will be displayed once change is submitted by supplier.



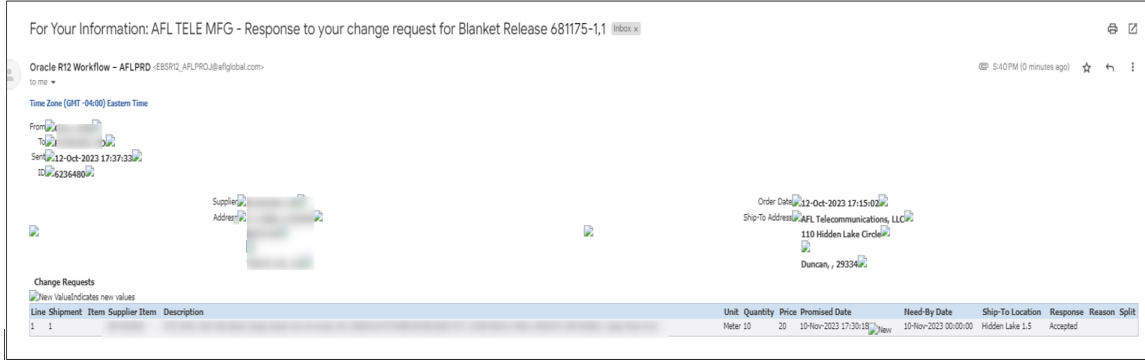
- Navigate to **Orders** tab and **Purchase Orders**. The PO# will be in Status column with **Supplier Change Pending** notice – waiting for Buyer approval.



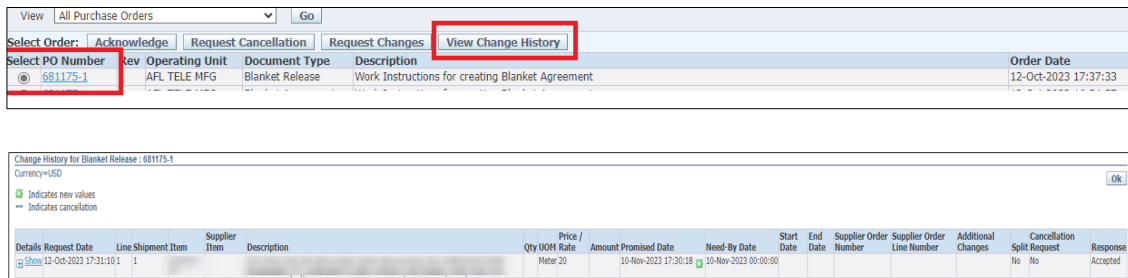
Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
681175-1		AFL TELE MFG	Blanket Release	Work Instructions for creating Blanket Agreement	12-Oct-2023 17:19:39		USD	200.00	Supplier Change Pending	19-Oct-2023 00:00:00	

- **NOTE:** In the Buyer Acknowledgement process, the Approval needs to be completed with changes before Supplier can take the next actions.

6.15 Supplier will receive an email with Buyer Initial Acceptance/Rejection lines and a second email to log into iSupplier portal and accept changes.



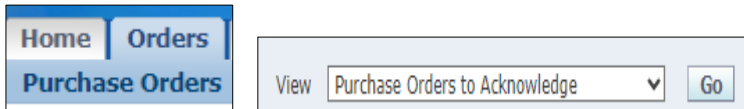
6.16 Navigate to the iSupplier Portal. Go to **Home** page and click on **Orders, Purchase Orders**. Select purchase order and click on **View Change History**.



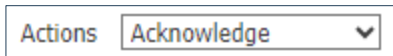
- Supplier will receive another email to Accept the change.



- 6.17 Click on link in email and log into portal. Navigate to **AFL iSupplier Portal Full Access, Home Page**. Then click on **Advanced Search** or **View**.



- 6.18 Select and click on PO#. In the **Actions** sections, select **Acknowledge** from the drop-down menu and click **Go**.



- Navigate to **PO Details** and click on the **+** icon to expand.

- If there are changes, the Action **Accept/Change Reason** needs to be selected for each shipment line.
- In the **Action** column, choose **Accept** from the drop-down menu. Then click **Submit**.

- This message will be displayed.

PO Acknowledgment Confirmation

Purchase Order 681175-1 has been Acknowledged.

- **NOTE:** Buyer will receive an email from Supplier stating that the Purchase Order is accepted.
- Confirm the **Vendor Approval** and **Acknowledged Ship Date** fields are populated.