

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

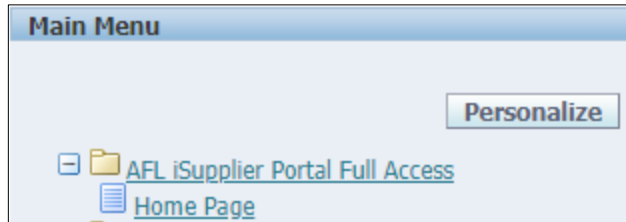
- 5.1 Users must have necessary Oracle responsibilities and security assigned to them to complete the following steps.

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

Subject

Full List

Date

AFL TELE MFG - Blanket Release 681175-1.0 requires your acceptance

AFL TELE MFG - Blanket Purchase Agreement 681175.0 requires your acceptance

AFL TELE MFG - Blanket Purchase Agreement 681174.0 requires your acceptance

AFL TELE MFG - Standard Purchase Order 681173.1 requires your acceptance

AFL TELE MFG - Standard Purchase Order 681172.0 requires your acceptance

12-Oct-2023 17:20:53

12-Oct-2023 16:56:30

12-Oct-2023 16:42:21

12-Oct-2023 13:40:49

12-Oct-2023 10:17:28

Orders At A Glance

Full List

PO Number

Description

Order Date

681175-1

681175

681174

681171

681173

Work Instructions for creating Blanket Agreement

Work Instructions for creating Blanket Agreement

Work instructions to create Blanket Agreement creation

Purchase Order Split by Supplier Post Acknowledgment

Purchase Order Split by Supplier Pre Acknowledgment

12-Oct-2023 17:19:39

12-Oct-2023 16:54:57

12-Oct-2023 16:40:42

12-Oct-2023 15:02:52

12-Oct-2023 13:39:21

Shipments At A Glance

Full List

Shipment Number

Packing Slip

Shipment Date

ASN_SPLIT_QTY_DEMO

ASN_DEMO_PARTIAL_QTY

ASN_DEMO_SUPPLIER

ASN_UAT_DOC_TEST

ASNTTEST_Tracking

FEDEX_ASN_DEMO_PARTIAL_PL

UPS_ASN_DEMO_PL

12-Oct-2023 12:33:52

12-Oct-2023 12:10:33

12-Oct-2023 11:00:23

27-Sep-2023 15:50:36

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.

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:
Buyer:

Select Order:

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input checked="" type="radio"/> 061175-1	0	API TELE MFG	Blanket Release	Work Instructions for creating Blanket Agreement	12-Sep-2023 17:19:29		USD	200.00	Requires Acknowledgment	19-Oct-2023 00:00:00	

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

PO Details

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
1	Goods				Meter			200.00			

Select to show information:

Actions:

6.8 Expand the PO Shipment line details as shown below.

PO Details

☒ 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.

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

Shipments

Shipment Location	Ship To	Quantity Ordered	Price	Quantity Received	Amount Received	Promised Date	New Acknowledged Ship Date	Lead-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments Split	Reason	Action	Vendor approval	Acknowledged Ship Date	Shipment Tracking Number	Actual Ship Date
1	Hidden Label 1.5	10	20		200.00			0-Nov-2023 00:00:00					Requires Acknowledgment							

6.9 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.

PO Details

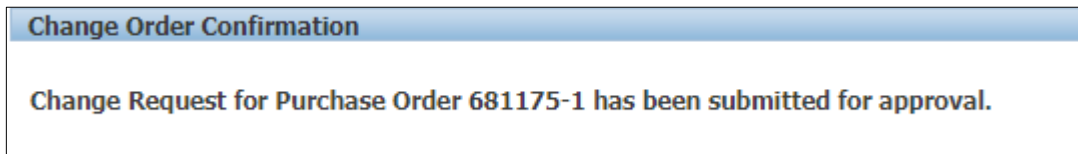
☒ TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

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

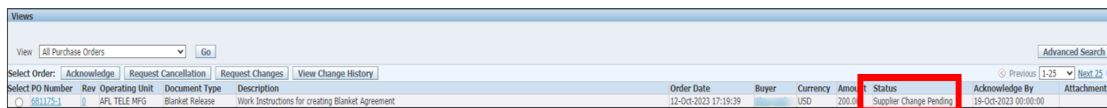
Shipments

Shipment Location	Ship To	Quantity Ordered	Price	Quantity Received	Amount Received	Promised Date	New Acknowledged Ship Date	Lead-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments Split	Reason	Action	Vendor approval	Acknowledged Ship Date	Shipment Tracking Number	Actual Ship Date
1	Hidden Label 1.5	10	20		200.00	10-Nov-2023 17:30:11	08-Nov-2023	0-Nov-2023 00:00:00					Requires Acknowledgment		Change	Change				

- 6.10 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.



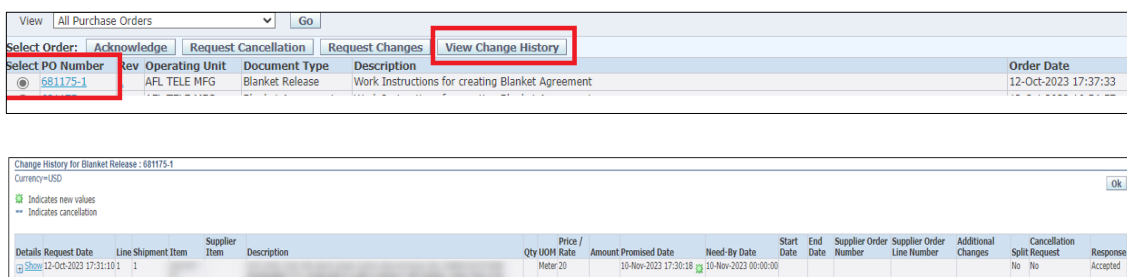
Select Order:	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
681175-1		AFL TELE MFG	Blanket Release	Work Instructions for creating Blanket Agreement	12-Oct-2023 17:19:39		USD	200.0	Supplier Change Pending	19-Oct-2023 00:00:00	

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

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



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



Select Order:	Rev	Operating Unit	Document Type	Description	Order Date
681175-1		AFL TELE MFG	Blanket Release	Work Instructions for creating Blanket Agreement	12-Oct-2023 17:37:33

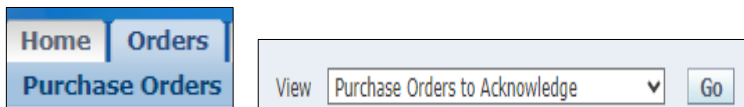
Details	Request Date	Line	Shipment	Item	Supplier Item	Description	Qty	Price / UOH Rate	Amount Promised	Date	Need-By Date	Start Date	End Date	Supplier Order Number	Supplier Order Line Number	Additional Changes	Cancellation Split Request	Response
Show	12-Oct-2023 17:31:10	1						Meter 20		10-Nov-2023 17:30:18	10-Nov-2023 00:00:00						No	Accepted

- Supplier will receive another email to Accept the change.

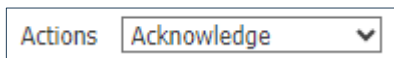


- **NOTE:** This extra acknowledgment is only for AFL Tele. For all other operating units, once buyer approves it is the final acknowledgment if there are no further changes from supplier.

- 6.13 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**.



- 6.14 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.

PO Details

✓ 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	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
Show 1	Goods	A002947-FT				Meter	50	1	50.00					Open				
Show 2	Goods	A002947-FT				Meter	10	1	10.00					Open				

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

Return to View Order Details

Cancel Reject Entire Order Accept Entire Order Printable View View Change History Export Submit

- 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**.

PO Details

✓ 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	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
Hide 1	Goods					Each	10	55.12	551.20					Open				

Shipments

Shipment	Ship-To Location	Quantity Ordered	Quantity Received	Amount Received	Amount Promised	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action	New Acknowledged Ship Date	Vendor Approval	Acknowledged Ship Date	Shipment Tracking Number	Actual Ship Date
1		10	55.12		551.20	28-Sep-2023 18:01:11	28-Sep-2023 00:00:00					Requires Acknowledgment			Accept					

- 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.

Show All Details Hide All Details

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
Hide 1	Goods				Meter	20	10	200.00			

Shipments

Shipment	Ship-To Location	Price	Ordered	Received	Amount	Ordered	Received	Amount	Promised Date	Need-By Date	Payment Status	Status	Supplier Line	Split Reason	Attachments	Vendor Approval	Acknowledged Ship Date	Shipment Tracking Number	Actual Ship Date
1	London Lakes 1.3	20	10		200.00				10-Nov-2023 17:30:18	10-Nov-2023 00:00:00	Accepted					Yes	08-Nov-2023		