

End-user Requirements – Approve/Reject Supplier Changes for both Standard and Blanket Releases

1. Purpose

1.1. The purpose of this procedure is to Acknowledge a Standard Purchase Order in iSupplier by the Supplier, populate the Promise Date and Accept or Reject changes.

2. Scope

2.1. This procedure applies to all Buyers and 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 Acknowledge a Standard Purchase Order by the Supplier and populate the Promise Date.

5. Requirements

- 5.1 Users must have necessary Oracle responsibilities and security assigned to them to complete the following steps.
- 6. Procedure Acknowledge a Standard Purchase Order and Populate Promise Date and Acknowledge Ship Date
 - 6.1 Supplier will Receive an email from Buyer saying there is a Standard Purchase Order 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.

	AFL TELE MFG - Standard Purchase C	rder 681157,0 requires your acceptance Heave	
:	Oracle R12 Workflow - AFLPRD -EBSR12, AFLPROJEvrigiob to me.	lan-	@ Mon, Oct 9, 425PM (19 hour
	From: Please log to AFL (Suppler Portal to review and acknowledge th Note that you will have to acknowledge each PO Shipmert Line	¥PQ.	
	Time Zone (GMT -04	:00) Eastern Time	
	From	100.000	
	То	Proceedings of the	
	Sent	10-OCT-2023 12:12:50	
	ID	6236406	
	-	pplier Portal to review and acknowledge this PO. ve to acknowledge each PO Shipment Line.	
	Please click here to F	Respond	



- 6.2 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 particular PO#.

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		Full List		Orders		
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AFL TELE MFG - Standard Purchase Order 681098.0 r AFL TELE MFG - Standard Purchase Order 681094.2 r			06-Sep-2023 17:28:23 06-Sep-2023 12:08:48			
AFL TELE MFG - Blanket Release 681082-3.1 requires	s your acceptance		01-Sep-2023 14:53:50	Shipments Delivery Schedules		
AFL TELE MFG - Blanket Release 681082-1.1 requires			01-Sep-2023 14:42:18	 Overdue Receipts 		
AFL TELE MFG - Standard Purchase Order 681077,4 m	requires your acceptance		01-Sep-2023 14:25:18	Advance Strement Notices Receipts		
(F)				Receipts		
Orders At A Glance				Returns On-Time Performance		
		Full List		Invoices		
PO Number Description			Order Date	Invoices		
681098 681097			06-Sep-2023 17:28:04 06-Sep-2023 14:54:46	Payments		
681096			06-Sep-2023 13:26:37	Payments		
681095			06-Sep-2023 13:26:34			
681094			06-Sep-2023 12:07:56			
(F)						
Shipments At A Glance						
		Full List				
Shipment Number	Packing Slip	Shipment Date				
ASN_allowing ASNTEST_CRP10110		05-Sep-2023 12:19:48 30-Aug-2023 10:56:07				
ASN101CRP190		30-Aug-2023 10:50:06				
ASNELAN 112		23-Aug-2023 11:40:00				
DROPSHIPASN_108		23-Aug-2023 09:54:19				
		Home Orders Shipments Finance Product	Admin Assessments Home Logout Preferences H	ielp		
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.

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Change Huttpik Purchase Orders	T
Lines Shipments	Gancej Apply Export
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Or click on View: Shipments Requiring Acknowledgment

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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.

Change Multiple	Purch	nase Orders					
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Advanced Search							
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PO Number	is	~	732447				
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Click on **Apply Default Values** to populate values for all shipment lines.

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Click on Apply

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PO Number is 🗸 732447	
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Go Clear Add Another Buyer V Add	
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@TIP You can apply default values to selected rows	
Promised Date	
Quantity Ordered Action (must choose Accept or Change) Accept 🗸	
Price New Acknowledged Ship Date(DD-MON-YYYY) 16-APR-2025	

The change request will be submitted for approval.



In the case of no changes to **Promise Date** the PO will be auto approved without Buyer acceptance.



6.8 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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6.9 Click on Apply

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2	24614	1	1	05-Feb-2024 13:59:02	Goods		Hidden Lake 1.5	08-Mar-2024 00:00:0	08-Mar- 2024 00:00:00	Meter	10		1	10.00	Requires Acknowledgment	00	Chan	ge Change 🗸]			
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2	94614	5	1	05-Feb-2024 13:59:02	Goods		Hidden Lake 1.5	08-Mar-2024 00:00:0	16-Feb- 2024 00:00:00	Meter	50		1	50.00	Requires Acknowledgment	8	Chan	ge Change 🗸	1			
2	24614	6	1	05-Feb-2024 13:59:02	Goods		Hidden Lake 1.5	08-Mar-2024 00:00:0	23-Feb- 2024 00:00:00	Meter	60		1	60.00	Requires Acknowledgment	C.	Chan	ge Change 🗸]			
2	94614	7	1	05-Feb-2024 13:59:02	Goods		Hidden Lake 1.5	08-Mar-2024 00:00:0	08-Mar- 2024 00:00:00	Meter	70		1	70.00	Requires Acknowledgment	08	Chan	ge Change 🗸]			
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2 ⁶⁵	94614	10	1	05-Feb-2024 13:59:02	Goods		Hidden Lake 1.5	08-Mar-2024 00:00:0	08-Mar- 2024 00:00:00	Meter	10		1	10.00	Requires Acknowledgment	03	Chan	ge Change 🛩]			
lect S	hipmer	nts:	Apply De	fault Values																		

6.10 The change request will be submitted for approval.

1 Information

Purchase Order 694614 : - Change Request has been submitted for Approval



6.11 When using the Multiple PO Change option if the price needs to be updated for all the PO lines, the PO# must first be acknowledged using above steps. The buyer will need to acknowledge it and then iSupplier will allow updates to the price.

Click on the Lines tab and search for the purchase order number. Click Go.

Change Multiple P	urchase Orders
Lines Shipme	nts
Personalize Stack La	ayout: (ChangeLineContainer)
Advanced Searc	h
Personalize "Advar	nced Search"
	ced Search: (LinesAdvSrch)
Show table da	ta when all conditions are met.
○ Show table da	ta when any condition is met.
PO Number	is 🗸 (694617
Order Date	is 🗸
	(example: 25-Jan-2024)
Buyer	is 🗸
Item	is 🗸
	Go Clear Add Another Buyer V Add

6.12 Click on Select All

	All Select	pply Default Valu					
	PO	Line Buyer	Order Date 🔻	Type Item/Job Description	UOM Qty Currency	Price Amount Supplier Item Status Global A	Supplier Config greement ID Attachments Reason
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2	<u>694617</u>	2	05-Feb-2024 14:18:36	Goods	Meter 20 USD	1 20.00 Open	
	<u>694617</u>	3	05-Feb-2024 14:18:36	Goods	Meter 30 USD	1 30.00 Open	
•	<u>694617</u>	4	05-Feb-2024 14:18:36	Goods	Meter 40 USD	1 40.00 Open	
2	<u>694617</u>	10	05-Feb-2024 14:18:36	Goods	Meter 10 USD	1 10.00 Open	
	<u>694617</u>	6	05-Feb-2024 14:18:36	Goods	Meter 60 USD	1 60.00 Open	
	<u>694617</u>	7	05-Feb-2024 14:18:36	Goods	Meter 70 USD	1 70.00 Open	
~	<u>694617</u>	8	05-Feb-2024 14:18:36	Goods	Meter 80 USD	1 80.00 Open	
	<u>694617</u>	9	05-Feb-2024 14:18:36	Goods	Meter 90 USD	1 90.00 Open	
~	<u>694617</u>	5	05-Feb-2024 14:18:36	Goods	Meter 50 USD	1 50.00 Open	



6.13 Select which lines for **Price** to be updated and enter a **Reason** for the change. Click on **Apply Default Values.**

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Show table data when any cor							
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Item is 🗸							
GoCle	ar Add Another Buyer	✓ Add					
Default Values							
TIP You can apply default value	s to selected rows	Price 3	n l		Reason	Price change	
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ect Lines: Apply Default Va ct All Select None PO	_				Delas Assessed Councils	Supplie	er Config
ct Lines: Apply Default Va t All Select None PO ct Number Line Buyer	Order Date 🗸	Type Item/Job Description		UOM Qty Currency		er Item Status Global Agreement ID	er Config Attachments Reason
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6.14 **Price** will be updated to all the selected lines.

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		Apply Default Va	lues					
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Select	PO Number	Line Buyer	Order Date 🗸	Type Item/Job Description	UOM Qty Currency	Price Amount Supp	lier Item Status Global Agreement ID	Attachments Reason
	694617	1	05-Feb-2024 14:18:36	Goods	- Meter 10 USD	3 10.00	Open	Price chang
	694617	2	05-Feb-2024 14:18:36	Goods	- Meter 20 USD	3 20.00	Open	Price chan
	694617	3	05-Feb-2024 14:18:36	Goods .	- Meter 30 USD	3 30.00	Open	Price chan
	<u>694617</u>	4	05-Feb-2024 14:18:36	Goods .	- Meter 40 USD	3 40.00	Open	Price chan
	694617	10	05-Feb-2024 14:18:36	Goods	- Meter 10 USD	3 10.00	Open	Price chang
	694617	6	05-Feb-2024 14:18:36	Goods	- Meter 60 USD	3 60.00	Open	Price chang
	694617	7	05-Feb-2024 14:18:36	Goods	- Meter 70 USD	3 70.00	Open	Price chang
	694617	8	05-Feb-2024 14:18:36	Goods	- Meter 80 USD	3 80.00	Open	Price chang
	694617	9	05-Feb-2024 14:18:36	Goods	- Meter 90 USD	3 90.00	Open	Price chang
	694617	5	05-Feb-2024 14:18:36	Goods.	- Meter 50 USD	3 50.00	Open	Price chang

6.15 Click on Apply

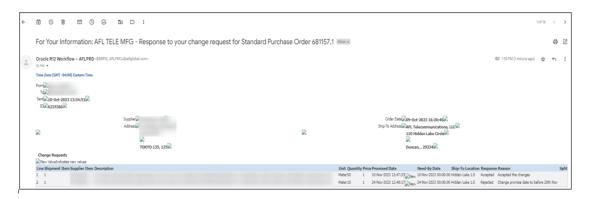
alact	PO	Line Buyer	Order Date 🔻	Type Item/Job Description	UOM Qty Currency	Supp Price Amount Supplier Item Status Global Agreement ID	Attachments Reason
	594617	1	05-Feb-2024 14:18:36	Goods	Meter 10 USD	3 10.00 Open	Price chang
	594617	2	05-Feb-2024 14:18:36	Goods	Meter 20 USD	3 20.00 Open	Price chang
2	594617	3	05-Feb-2024 14:18:36	Goods	Meter 30 USD	3 30.00 Open	Price chang
2	594617	4	05-Feb-2024 14:18:36	Goods	Meter 40 USD	3 40.00 Open	Price chang
2	594617	10	05-Feb-2024 14:18:36	Goods	Meter 10 USD	3 10.00 Open	Price chan
v	594617	6	05-Feb-2024 14:18:36	Goods	Meter 60 USD	3 60.00 Open	Price change
v	594617	7	05-Feb-2024 14:18:36	Goods	Meter 70 USD	3 70.00 Open	Price chan
v	<u>594617</u>	8	05-Feb-2024 14:18:36	Goods	Meter 80 USD	3 80.00 Open	Price chan
-	5 <u>94617</u>	9	05-Feb-2024 14:18:36	Goods	Meter 90 USD	3 90.00 Open	Price chan
v	5 <u>94617</u>	5	05-Feb-2024 14:18:36	Goods	Meter 50 USD	3 50.00 Open	Price chan



6.16 Mass update of **Price** changes will be submitted for Buyer approval.



- **NOTE:** In the Buyer Acknowledgement process, the Approval needs to be completed with changes before Supplier can take the next actions.
- 6.17 Supplier will receive an email with Buyer Acceptance/Rejection lines and a second email to log into iSupplier portal and accept changes.
 - In this example below, there are two lines the first line Accepted by the Buyer and the second line Rejected by the Buyer.



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

Views							
Ver Al Pardase Ordes V							anced Search
Select Order: Acknowledge Request Cancellation Reguest Changes View Change History Select PO Number Rev Operating Unit Document Type Description	Order Date	Buyer (Currency	Amount	Status	© Previous 1-25 Acknowledge By	<u>Next 25</u> Attachments
681157 2 AFL TELE MFG Standard PO AFL Accept/Reject Work instructions from Buyer and Supplies.	10-Oct-2023 13:58:35		JSD	60.00	Accepted	19-Oct-2023 00:00:00	

Details Request Date	Line Shipment Item	Supplier Item	Description	Price / Qty UOM Rate	Amount	Promised Date				Supplier Order Line Number		Cancellation Request	Response
Show 10-Oct-2023 13:44:38 Show 10-Oct-2023 13:44:38 Show Sh	2 1			Meter		20-Nov-2023 13:43:17 🙀	24-Nov-2023 00:00:00)			No	No	Accepted
Show 10-Oct-2023 12:49:41	2 1		and the second se	Meter		24-Nov-2023 12:48:17 💢	24-Nov-2023 00:00:00)			No	No	Rejected



• Supplier will receive another email to Accept the changes.

Action Required: AFL TELE MFG - Standard Purchase Order 681157,1 requires your acceptance	
Time Zone (GMT-94:00) Eastern Time From To Set: 10-0CT-2023 13:35:33 ID 6236413 Please log to APL (Supplier Portal to review and admoviedge this PO. Note that you will have to admoviedge each PO Shipment Line. Flease click here to Repoond 2 Attachments • Scanned by Gmail () Exercision of the state of the st	Action Required: AFL TELE MFG - Standard Purchase Order 681157,1 requires your acceptance Index &
From To See 10-0CT-2023 13:35:33 ID 6236413 Please log to AFL (Supplier Portal to review and acknowledge this PO. Note that you will have to acknowledge each PO Shipment Line. Please click here to Rescond 2 Attachments • Scanned by Gmail () Exception of the second Exception of the second	
To Set: 10-0CT-2023 13:35:33 10 0230413 Please log to AFL ISupplier Portal to review and admoniledge this PO. Note that you will have to admoniledge each PO Shipment Line. Please click here to Respond 2 Attachments - Scanned by Gmail () Example in the interview interview in the interview in the interview in the interview interview in the interview interview in the interview interview interview in the interview interview interview in the interview intervi	Time Zone (GMT -04:00) Eastern Time
Please log to AFL iSupplier Portal to review and advinowledge this PO. Note that you will have to advinowledge each PO Shipment Line. Please click here to Respond 2 Attachments • Scanned by Grmail ③	To
Note that you will have to admoniedge each PO Shipment Line. Please click here to Rescond 2 Attachments - Scanned by Gmail ()	ID 6236413
2 Attachments • Scanned by Gmail ①	
	Please click here to Respond
< />	2 Attachments • Scanned by Gmail ①
Notification Detai_ PO_81_681157_1_U_	< />

- 6.19 Click on the link in the email and log into portal. Navigate to **AFL Standard iSupplier Responsibility**, **Home Page**.
 - Click on Orders tab, Multiple PO Change
 - Click on Advanced Search or click on View: Shipments Requiring Acknowledgment

Home Orders Shipments Finance Product Admin Assessments	
Purchase Orders Agreements Agreements Purchase History Deliverables View Requests RFQ	
Purchase Orders	
Rescalar Sack Lanot: (SacklefR))	Multiple PO Change Export
Change Multiple Purchase Orders	
Lines Slipments	Cancel Apply Export
Personalize Stack Lavout: (ChangeShipContainer)	
Views	
Personalize "Verso" Vew Stigments Requiring Advouledgement 60 Control Values	Advanced Search
VTIP You can apply default values to selected rews Promised Date Quantity Ordened Proc Proc Proc Select Shipments: Legdy Default Values	Reason

• Select the lines to be acknowledged.



• Enter the **Promise Date**, **New Acknowledged Ship Date**, **Reason** and **Action: Change** Click on **Apply Default Values** to populate values for all shipment lines.

	urch	ase Orders																Cancel	righty.
Shipments																			
vanced Search																			
tch	ny																		V
PO Number	is	~	732447																
Order Date	is		(17-Mar-202	5) 66															
Buyer	is	~		3	Q,														
Promised Date	is	~		6															
	Go	Clear	Add Another	Buyer	~	Add													
	default	values to selected	rows	Promite	d Data 2	20.Mar.2025 46-50-40								Reason P	romice date undate				
TIP You can apply			rows	Promise Quantity O		28-Mar-2025 16:50:40 🛛 👸							ust choose Accer Iged Ship Date(DD	t or Change) C					
	ly Defau	it Values		Quantity O	rdered Price	288-Mar-2025 16 50 40 Gg	New Acknowledged Ship Date(DD- MON-YYYY)	Need- By Date	UOM Ore	ered Recei	ived Price Amou	New Acknowled	lged Ship Date(DD	t or Change) C	hange V 8-MAR-2025	* Action (must choose Accept or Change)	Vendor Approva	Acknowledg Ship Date	ed Shi Tra Nu
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6.20 Click on Apply

	1.1.1			fault Values																		
ect Al	Selec	ct No	ne																		Shipment	Actual
р								Need-By					Supplier Order						Vendor	Acknowledged	Tracking	Ship
	1mber 4614			05-Feb-2024	Type Item/Job Description Goods		Promised Date 08-Mar-2024 00:00:0		Meter	Ordered Rece	erved Price	Amo 10		Status Requires	Attachments S			Actions Change V	Approval	Ship Date	Number	Date
2	40.14	1	1	13:59:02	00005	Lake 1.5		2024 00:00:00	meter	10		10		Acknowledgment			Change	_ Change ♥				
2	4614	2	1	05-Feb-2024 13:59:02	Goods	Hidden Lake 1.5	08-Mar-2024 00:00:0	08-Mar- 2024 00:00:00	Meter	20	1	20	.00	Requires Acknowledgment		83	Change	Change 🛩				
S	<u>4614</u>	3	1	05-Feb-2024 13:59:02	Goods	Hidden Lake 1.5	08-Mar-2024 00:00:0	08-Mar- 2024 00:00:00	Meter	30	1	30	.00	Requires Acknowledgment		C ;;	Change	Change 🛩				
	4614	4	1	05-Feb-2024 13:59:02	Goods	Hidden Lake 1.5	08-Mar-2024 00:00:0	08-Mar- 2024 00:00:00	Meter	40	1	40		Requires Acknowledgment		C 2	Change	Change 🛩				
2	4614	5	1	05-Feb-2024 13:59:02	Goods	Hidden Lake 1.5	08-Mar-2024 00:00:0	16-Feb- 2024 00:00:00	Meter	50	1	50		Requires Acknowledgment		83	Change	Change 🛩				
Z 61	<u>4614</u>	6	1	05-Feb-2024 13:59:02	Goods	Hidden Lake 1.5	08-Mar-2024 00:00:0	23-Feb- 2024 00:00:00	Meter	60	1	60	.00	Requires Acknowledgment		CC I	Change	Change 🗸				
S	4614	7	1	05-Feb-2024 13:59:02	Goods	Hidden Lake 1.5	08-Mar-2024 00:00:0	08-Mar- 2024 00:00:00	Meter	70	1	70	.00	Requires Acknowledgment		8	Change	Change 🗸				
S	4614	8	1	05-Feb-2024 13:59:02	Goods	Hidden Lake 1.5	08-Mar-2024 00:00:0	08-Mar- 2024 00:00:00	Meter	80	1	80		Requires Acknowledgment		83	Change	Change 🗸				
2	<u>4614</u>	9	1	05-Feb-2024 13:59:02	Goods	Hidden Lake 1.5	08-Mar-2024 00:00:0	08-Mar- 2024 00:00:00	Meter	90	1	90	1.00	Requires Acknowledgment		8	Change	Change 🛩				
2	4614	10	1	05-Feb-2024 13:59:02	Goods	Hidden Lake 1.5	08-Mar-2024 00:00:0	08-Mar- 2024 00:00:00	Meter	10	1	10	1.00	Requires Acknowledgment		8	Change	Change 🛩				

6.21 The change request will be submitted for approval.

