

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 Acknowledge Ship 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

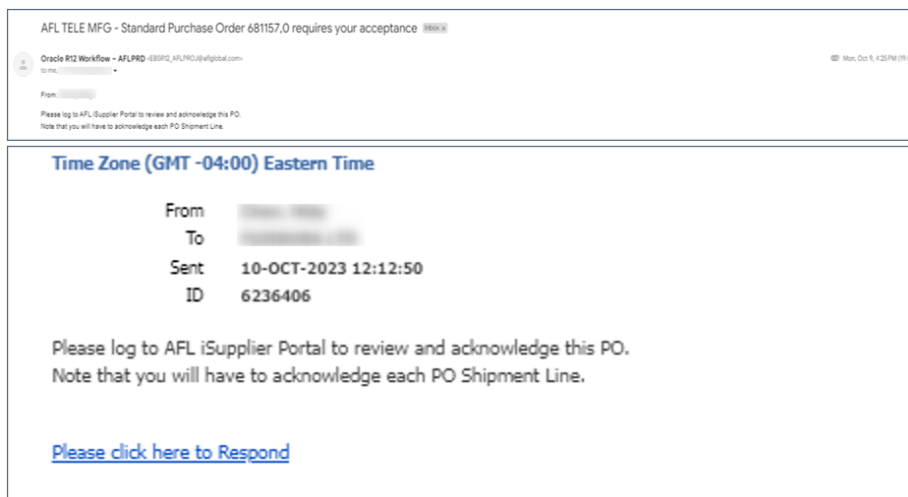
- 4.1 This procedure provides steps and screenshots to Acknowledge a Standard Purchase Order by the Supplier and populate the Promise Date and Acknowledge Ship Date.

5. Requirements

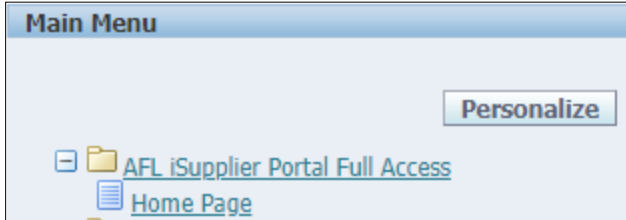
- 5.1 Users must have necessary Oracle responsibilities and security assigned to them to complete the following steps.

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.



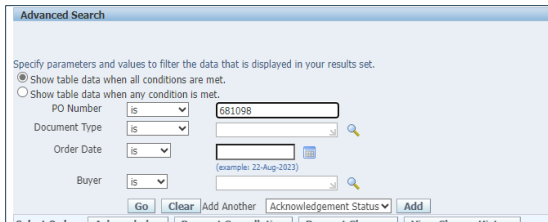
- 6.2 Navigate to the **AFL iSupplier Portal Full Access** responsibility.
- 6.3 Double click the **Home Page** function.



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



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

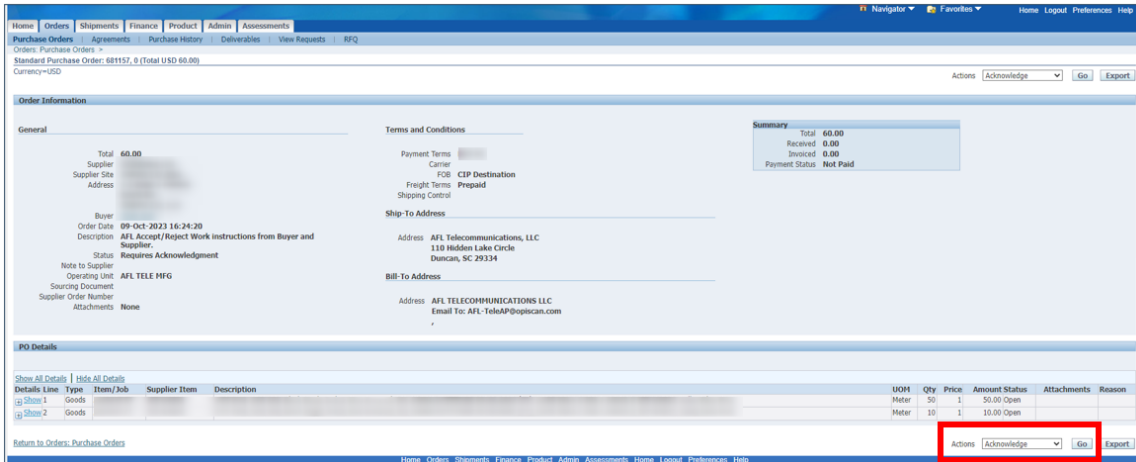


- 6.6 Select a PO, then click on the PO #.

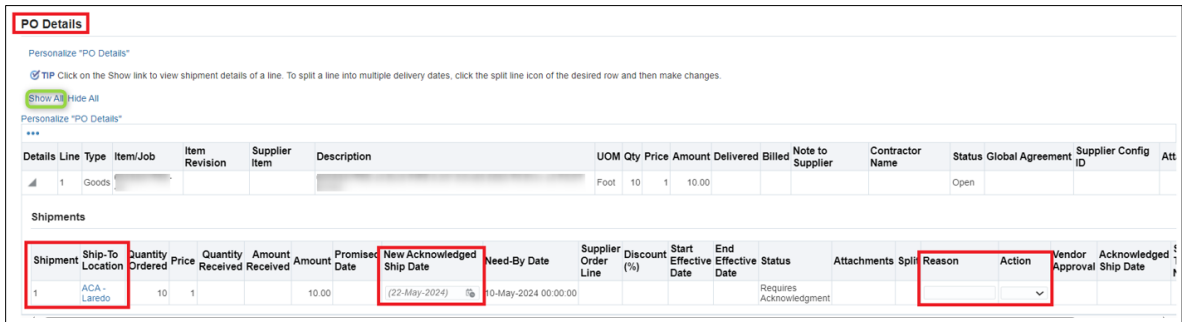


6.7 Select the **Actions: Acknowledge** option at the bottom of the page and click the **Go** button.

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

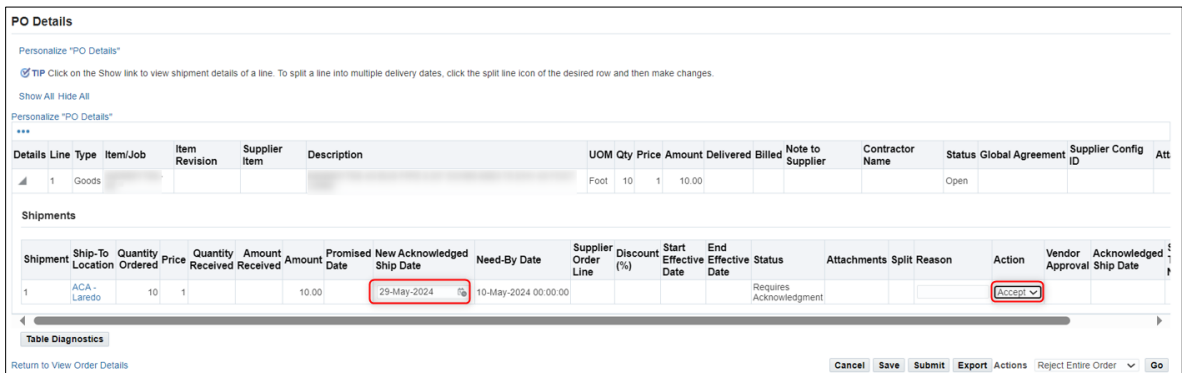


6.8 Expand the PO Shipment line details by clicking **Show All**.



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.



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

Actions **Request Changes**

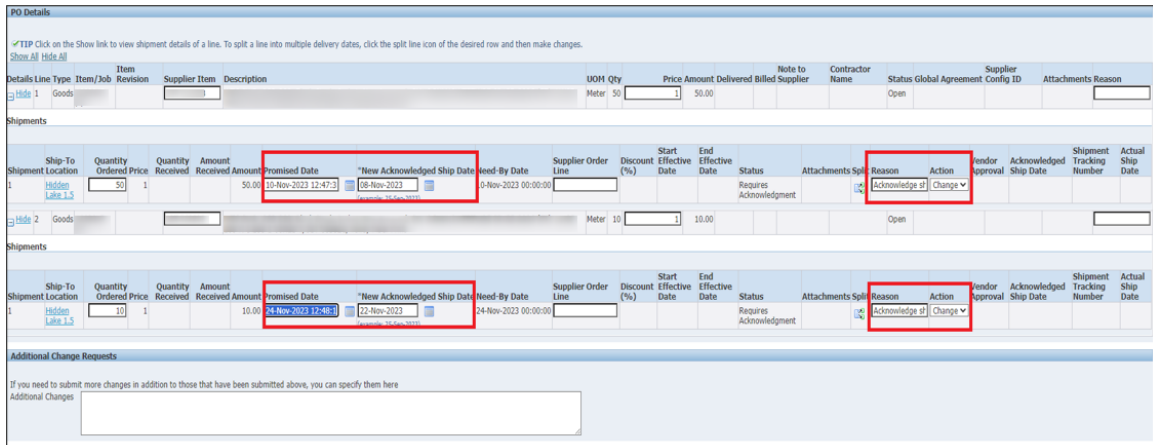
6.12 Click on the + icon to expand to the PO Shipment details.

PO Details															
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
Show 1	Goods					Meter	50		50.00				Open		
Show 2	Goods					Meter	10		10.00				Open		

6.13 Expand the PO shipment line details as shown below.

PO Details																
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
Shipments																
1	Goods					Meter	50		50.00				Open			
Shipments																
1	Goods					Meter	10		10.00				Open			

- 6.14 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 shipment line level. **NOTE:** if there are multiple lines, the information should be populated at each shipment line level. If needed, you can change the **price** or **quantity** at this time.

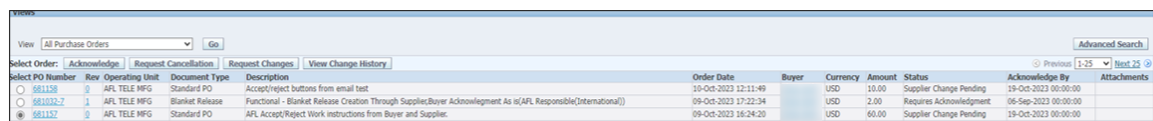


- 6.15 Once **Details** are populated for all the required fields such as **Promised Date**, **New Acknowledged Ship Date**, **Action** and **Reason**, click **Submit** at bottom of the page.

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

Change Request for Purchase Order 681157 has been submitted for approval.

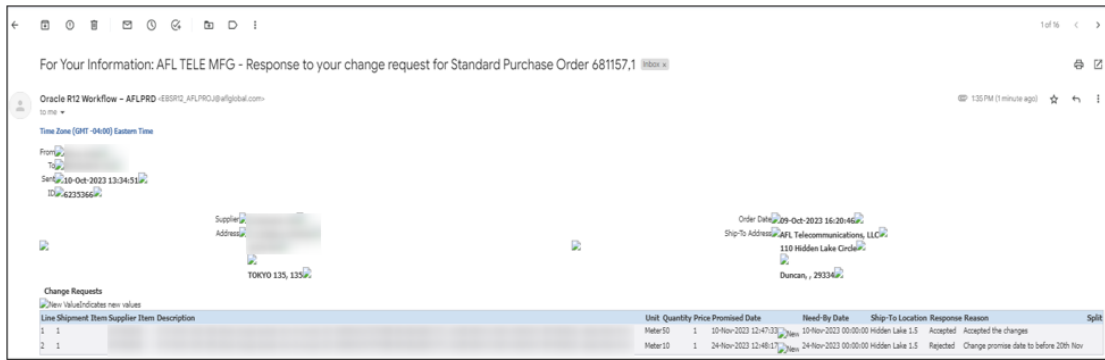
- Navigate to **Orders** tab and **Purchase Orders**. The PO# will be in Status column with **Supplier Change Pending** notice – waiting for Buyer approval.



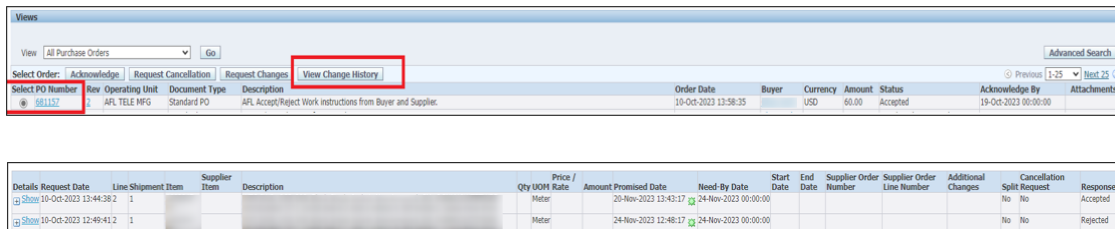
Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
681158	0	AFL TELE MFG	Standard PO	Accept/reject buttons from email test	10-Oct-2023 12:11:49		USD	10.00	Supplier Change Pending	19-Oct-2023 00:00:00	
681032-7	1	AFL TELE MFG	Blanket Release	Functional - Blanket Release Creation Through Supplier/Buyer Acknowledgment As is(AFL Responsible(International))	09-Oct-2023 17:22:34		USD	2.00	Requires Acknowledgment	06-Sep-2023 00:00:00	
681152	0	AFL TELE MFG	Standard PO	AFL Accept/Reject Work Instructions from Buyer and Supplier.	09-Oct-2023 16:24:20		USD	60.00	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.

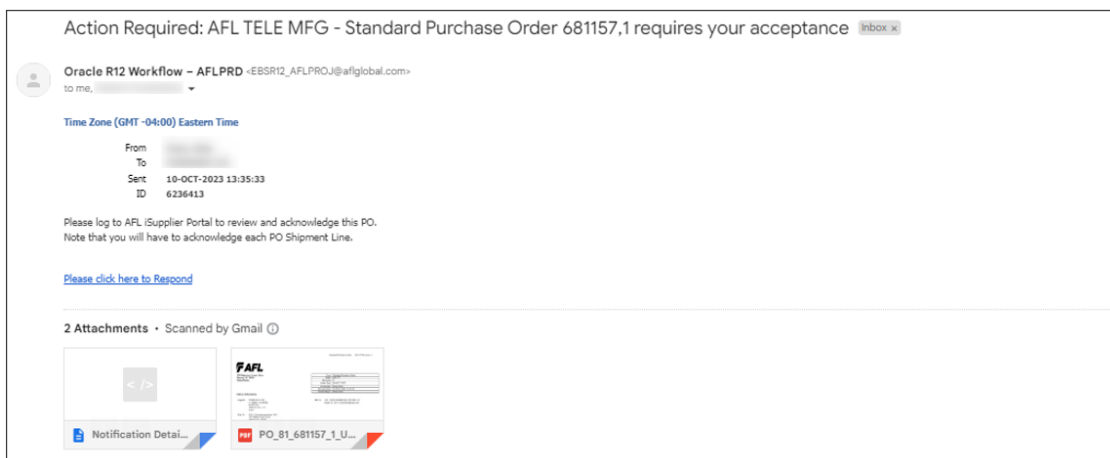
- 6.16 Supplier will receive an email with Buyer Acceptance/Rejection lines and a second email to log into iSupplier portal and accept changes.
- In this example below, there are two lines – the first line Accepted by the Buyer and the second line Rejected by the Buyer.



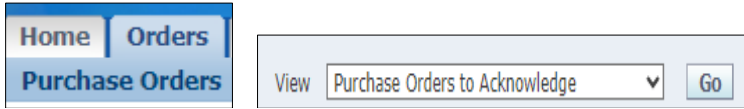
- 6.17 Navigate to the iSupplier Portal. Go to Home Page and click on **Orders, Purchase Orders**. Select purchase order and click on **View Change History**.



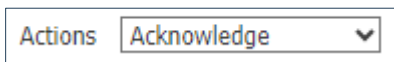
- Supplier will receive another email to Accept the changes.



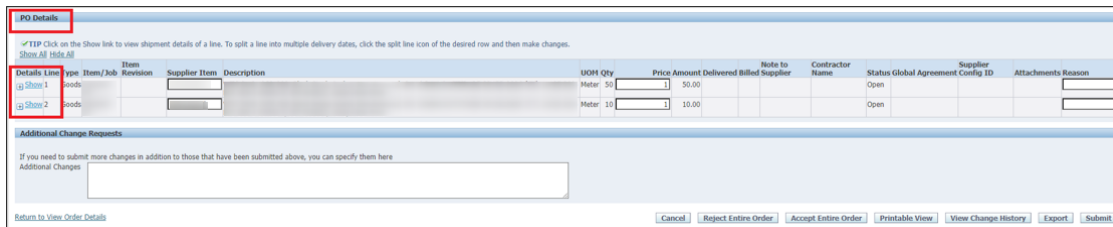
- 6.18 Click on link in email and log into portal. Navigate to **AFL iSupplier Portal Full Access, Home Page**.
 - Click on **Orders** tab, **Purchase Orders**.
 - Click on **Advanced Search** or **View** and then click **Go**.



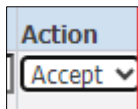
- Select and click on PO#. In the **Actions** section, select **Acknowledge** from the drop-down menu and click **Go**.



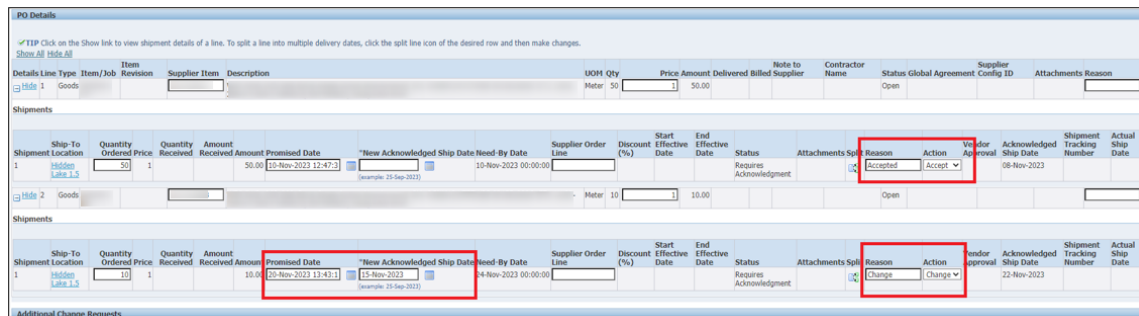
- Navigate to PO Details section and click on the + icon to expand the PO.



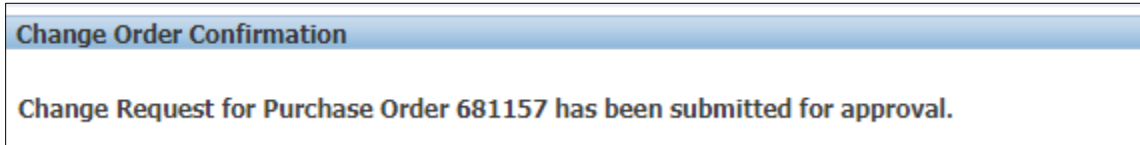
- In the **Action** column, select **Accept** from the drop-down menu.



- **NOTE:** This is an Accept/Reject scenario. The Buyer accepted the first line and rejected the second line and suggested changes.
 - In the second line, the **Promised Date** needs to be repopulated.

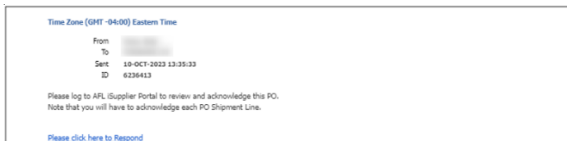
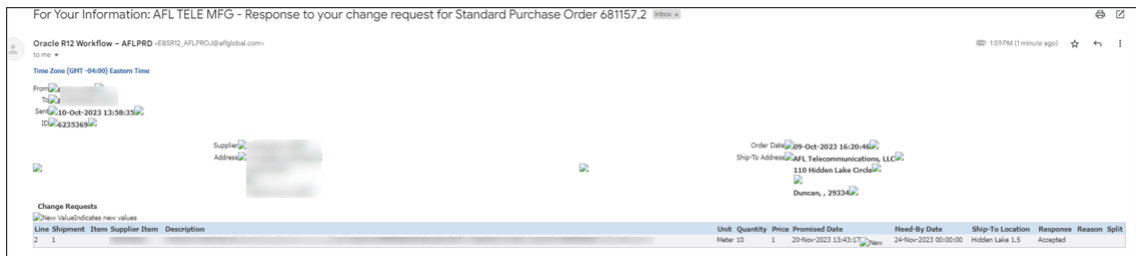


- Click **Submit**.
- This message will be displayed.



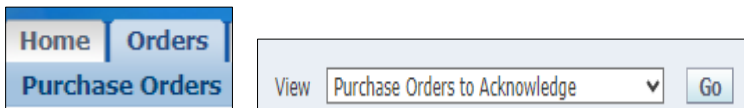
- **NOTE:** Buyer will receive an email from supplier saying Purchase Order requires acceptance from Buyer for the previously rejected line.

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

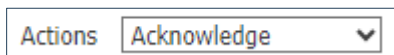


6.20 Click on link in email and log into portal. Navigate to **AFL iSupplier Portal Full Access, Home Page**.

- Click on **Orders** tab, **Purchase Orders**.
- Click on **Advanced Search** or **View** and then click **Go**.



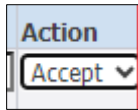
- Select and click on PO#. In the **Actions** section, select **Acknowledge** from the drop-down menu and click **Go**.



- Navigate to PO Details section and click on the + icon and click on **Accept in Response**.

The screenshot shows the 'PO Details' interface. At the bottom, there is a section for 'Additional Change Requests' with a text input field and a 'Submit' button highlighted in red.

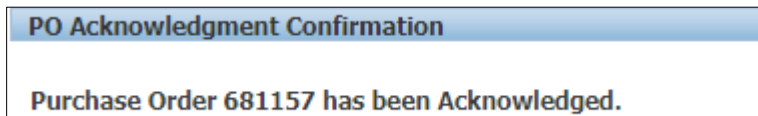
- In the **Action** column, select **Accept** from the drop-down menu.



The screenshot shows a table with columns for 'Shipments'. The 'Action' column for the second shipment row is highlighted in red, showing a dropdown menu with 'Accept' selected.

Shipments	Ship To Location	Quantity Ordered	Quantity Received	Amount Received	Amount Promised	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	Shipment Tracking Number	Actual Ship Date
1	Hidden Lake 1.3	50	1	50.00	10-Nov-2023	12:47:33		10-Nov-2023 00:00:00					Accepted				Yes	08-Nov-2023		
2	Hidden Lake 1.3	10	1	10.00	20-Nov-2023	13:43:11		24-Nov-2023 00:00:00					Requires Acknowledgment			Accept		15-Nov-2023		

- Click **Submit** button.
- This message will be displayed.



- **NOTE:** Buyer will receive an email from supplier saying Purchase order is accepted.
- **Vendor Approval** and **Acknowledged Ship Date** will be displayed in iSupplier portal.

The screenshot shows the 'PO Details' interface with a table showing shipment details. The 'Status' and 'Acknowledged Ship Date' columns are highlighted in red for both shipment rows.

Shipments	Ship To Location	Qty Ordered	Qty Invoiced	Amount Ordered	Amount Invoiced	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	Hidden Lake 1.3	50	1	50.00	50.00	10-Nov-2023 12:47:33	10-Nov-2023 00:00:00		Accepted				Yes	08-Nov-2023		
2	Hidden Lake 1.3	10	1	10.00	10.00	20-Nov-2023 13:43:11	24-Nov-2023 00:00:00		Accepted				Yes	15-Nov-2023		