

## 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

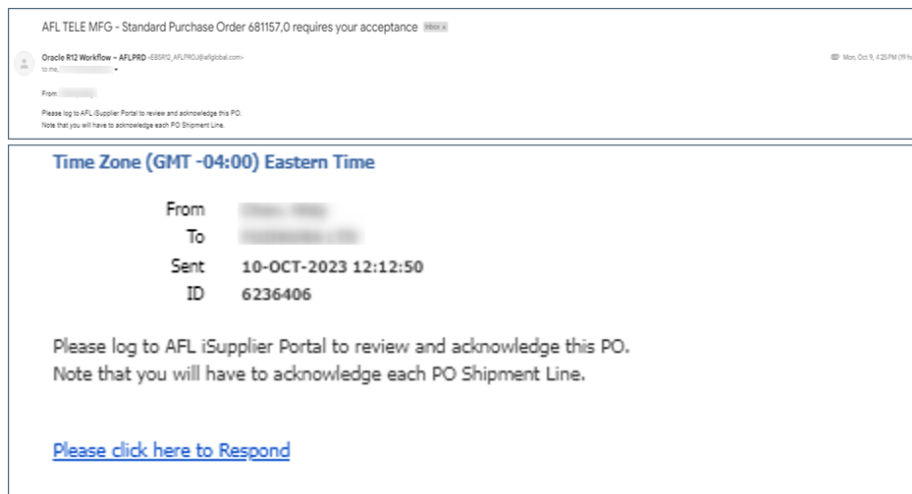
- 4.1 This procedure provides steps and screenshots to Acknowledge a Standard Purchase Order by the Supplier and populate the Promise Date and Acknowledge Ship Date.

### 5. Requirements

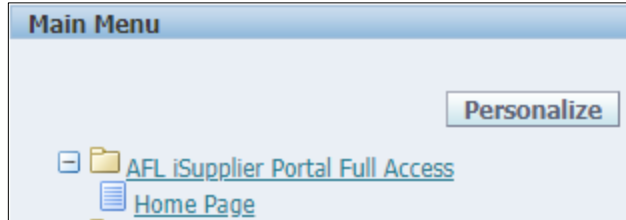
- 5.1 Users must have necessary Oracle responsibilities and security assigned to them to complete the following steps.

### 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.



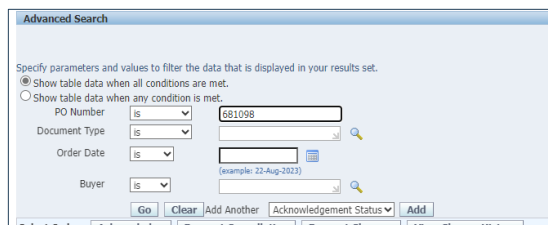
- 6.2 Navigate to the **AFL iSupplier Portal Full Access** responsibility.
- 6.3 Double click the **Home Page** function.



- 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.

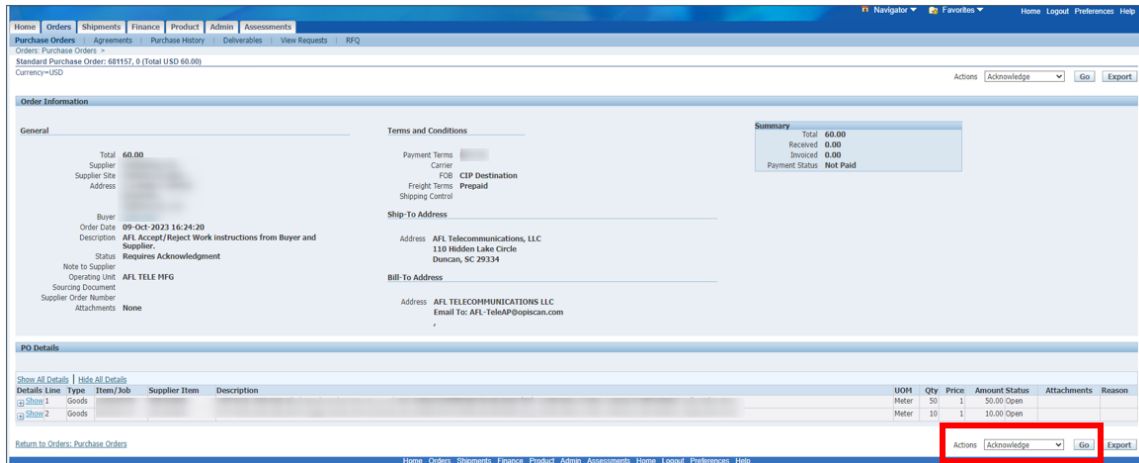


- 6.6 Select a PO, then click on the PO #.

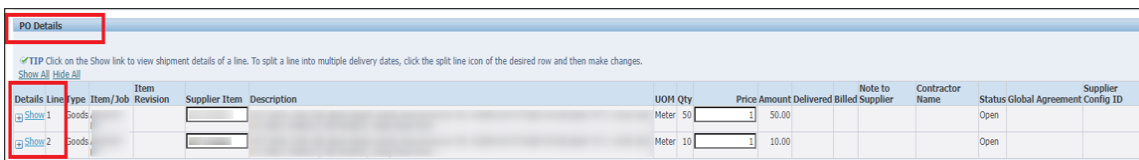


Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
681098	0	AFL TELE MFG	Standard PO	Standard PO# Creation Through Invoicing/AFL Responsible for Freight	06-Sep-2023 17:28:04		USD	551.20	Requires Acknowledgment		

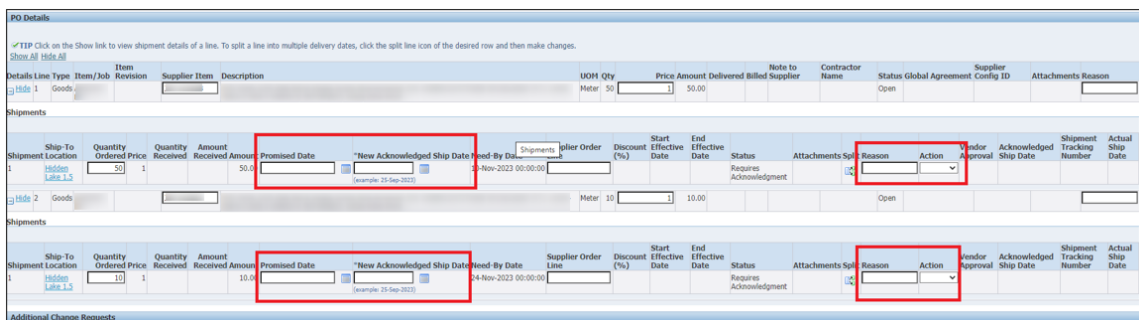
6.7 Select the **Action/Acknowledge** option at the bottom of the page and click the **Go** button.



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



6.9 Expand the PO shipment line details as shown below.



- 6.10 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.

**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	Supplier	Note to Supplier	Contractor Name	Status	Global Agreement	Config ID	Attachments	Reason
Hide 1	Goods				Meter	50		50.00						Open				
<b>Shipments</b>																		
Shipment Location	Quantity	Ordered Price	Quantity	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
Hide 1	Goods	30	1		50.00	10-Nov-2023 12:47:31	18-Nov-2023	14-Nov-2023 00:00:00					Requires Acknowledgment		Acknowledge It	Change		
Hide 2	Goods																	
<b>Shipments</b>																		
Shipment Location	Quantity	Ordered Price	Quantity	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
Hide 1	Goods	10	1		10.00	14-Nov-2023 12:46:38	22-Nov-2023	14-Nov-2023 00:00:00					Requires Acknowledgment		Acknowledge It	Change		
<b>Additional Change Requests</b>																		
If you need to submit more changes in addition to those that have been submitted above, you can specify them here																		
Additional Changes																		

- 6.11 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.

View: All Purchase Orders Go										Advanced Search									
Select Order: Acknowledge Request Cancellation Request Changes View Change History										Previous 1-25 Next 25									
Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments								
681158	8	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									
681032.2	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									
681157	8	AFL TELE MFG	Standard PO	AFL Accept/Reject Work Instructions from Buyer and Supplier	09-Oct-2023 18:24:20		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.

6.12 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.

For Your Information: AFL TELE MFG - Response to your change request for Standard Purchase Order 681157,1

Oracle R12 Workflow - AFLPRD <EBSR12\_AFLPROJ@aflglobal.com>  
to me

Time Zone (GMT-04:00) Eastern Time

From: [Redacted]  
To: [Redacted]  
Sent: 10-Oct-2023 13:34:51  
ID: 6235366

Supplier Address: TOKYO 135, 135

Order Date: 29-Oct-2023 16:20:46  
Ship-To Address: AFL Telecommunications, LLC  
110 Hidden Lake Circle  
Duncan, 29324

Change Requests

Line	Item	Supplier Item	Description	Unit	Quantity	Price	Promised Date	Need By Date	Ship-To Location	Response Reason	Split
1	1			Meter	10		10-Nov-2023 12:47:33	10-Nov-2023 00:00:00	Hidden Lake 1.5	Accepted	Accepted the changes
2	1			Meter	10		24-Nov-2023 12:48:17	24-Nov-2023 00:00:00	Hidden Lake 1.5	Rejected	Change promise date to before 20th Nov

6.13 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

View: All Purchase Orders

Select Order: Acknowledge | Request Cancellation | Request Changes | **View Change History**

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
681157	2	AFL TELE MFG	Standard PO	AFL Accept/Reject Work Instructions from Buyer and Supplier	10-Oct-2023 13:58:35		USD	60.00	Accepted	19-Oct-2023 00:00:00	

Details	Request Date	Line	Shipment Item	Supplier Item	Description	Qty UOM	Price / 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	10-Oct-2023 13:44:38	2	1						20-Nov-2023 13:43:17	24-Nov-2023 00:00:00						No	Accepted
Show	10-Oct-2023 12:49:41	2	1						24-Nov-2023 12:48:17	24-Nov-2023 00:00:00						No	Rejected

- Supplier will receive another email to Accept the changes.

Action Required: AFL TELE MFG - Standard Purchase Order 681157,1 requires your acceptance

Oracle R12 Workflow - AFLPRD <EBSR12\_AFLPROJ@aflglobal.com>  
to me

Time Zone (GMT-04:00) Eastern Time

From: [Redacted]  
To: [Redacted]  
Sent: 10-OCT-2023 13:35:33  
ID: 6236413

Please log to AFL iSupplier Portal to review and acknowledge this PO.  
Note that you will have to acknowledge each PO Shipment Line.

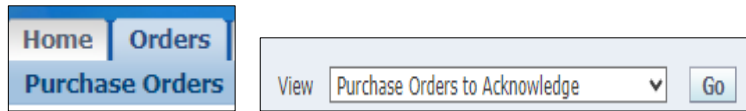
[Please click here to Respond](#)

2 Attachments • Scanned by Gmail

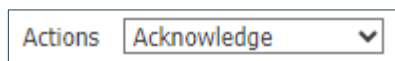
Notification Detail...

PO\_81\_681157\_1\_U...

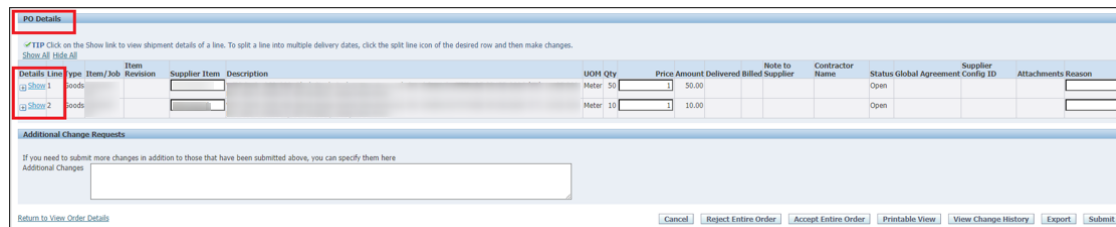
- 6.14 Click on link in email and log into portal. Navigate to **AFL iSupplier Portal Full Access, Home Page**.
- Click on **Orders** tab, **Purchase Orders**.
  - Click on **Advanced Search** or **View** and then click **Go**.



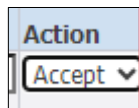
- Select and click on PO#. In the **Actions** section, select **Acknowledge** from the drop-down menu and click **Go**.



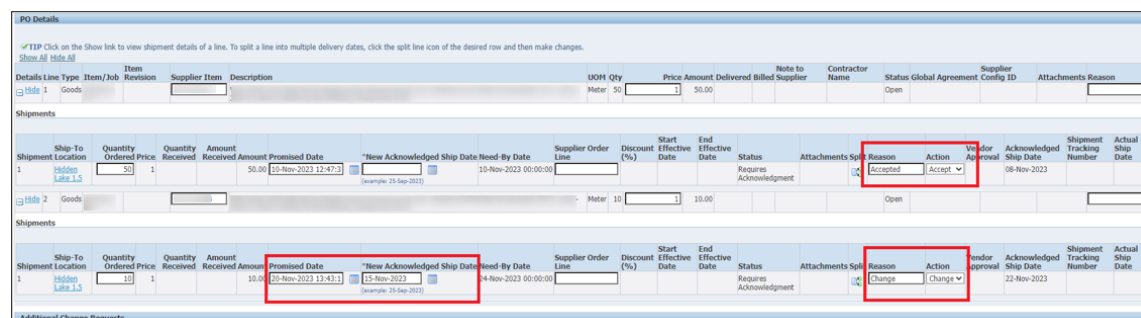
- Navigate to PO Details section and click on the + icon to expand the PO.



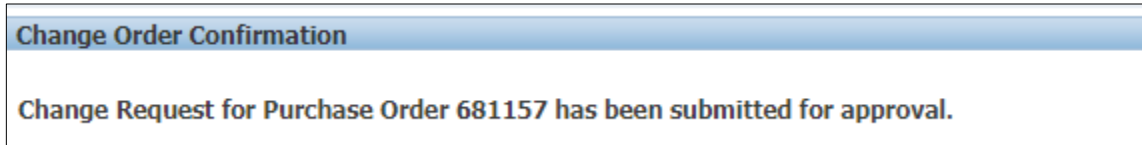
- In the **Action** column, select **Accept** from the drop-down menu.



- 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.

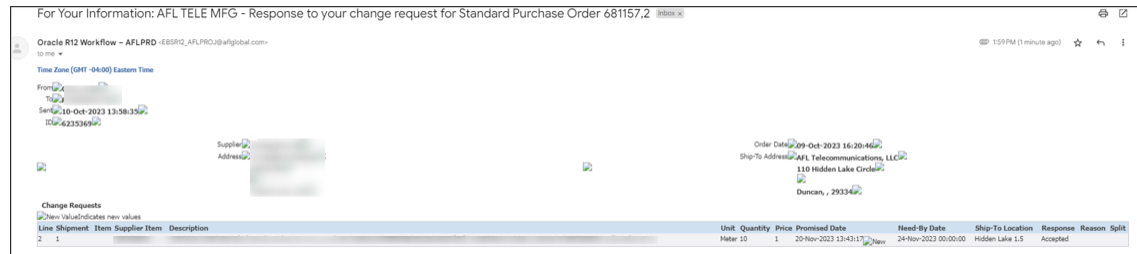


- Click **Submit**.
- This message will be displayed.



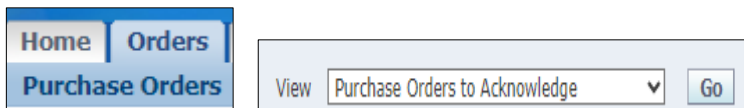
- **NOTE:** Buyer will receive an email from supplier saying Purchase Order requires acceptance from Buyer for the previously rejected line.

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

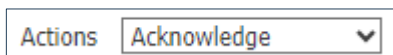


6.16 Click on link in email and log into portal. Navigate to **AFL iSupplier Portal Full Access, Home Page**.

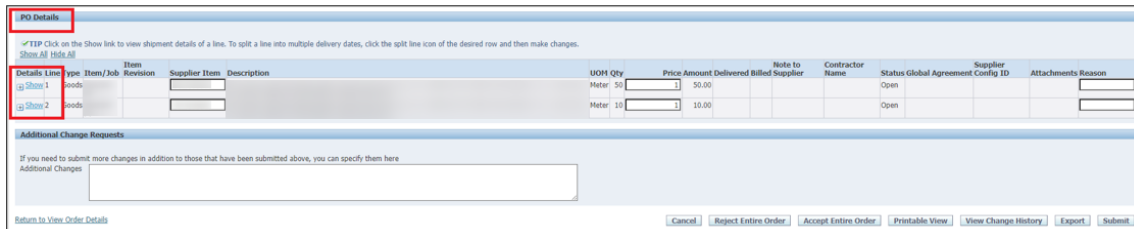
- Click on **Orders** tab, **Purchase Orders**.
- Click on **Advanced Search** or **View** and then click **Go**.



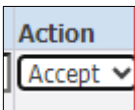
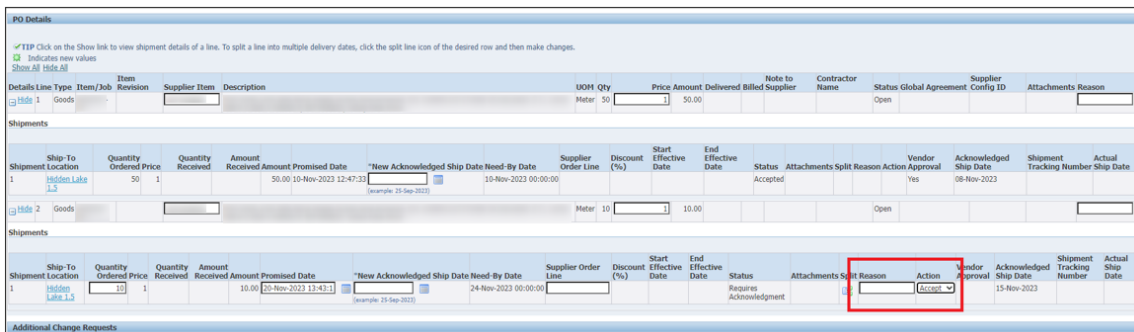
- Select and click on PO#. In the **Actions** section, select **Acknowledge** from the drop-down menu and click **Go**.



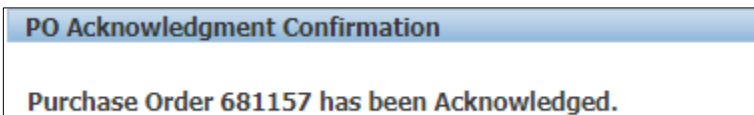
- Navigate to PO Details section and click on the + icon and click on **Accept in Response**.



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

- 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.

