

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

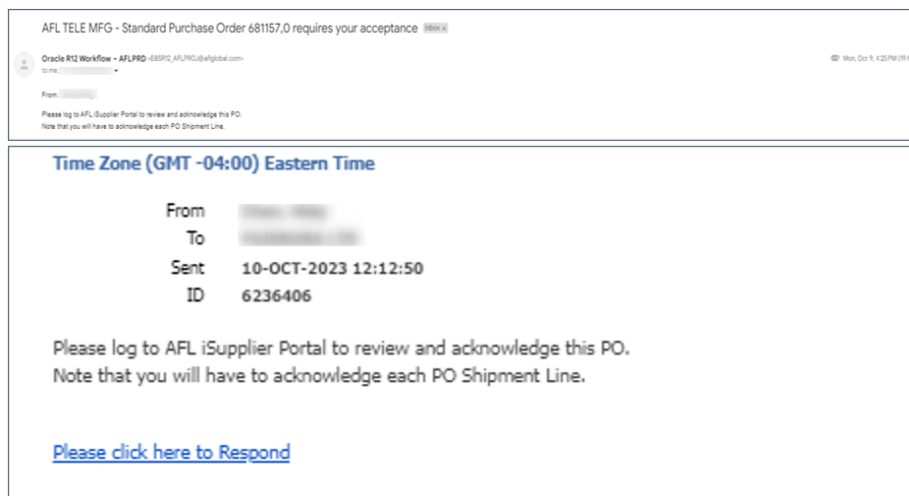
- 4.1 This procedure provides steps and screenshots to Acknowledge a Standard Purchase Order by the Supplier and populate the Promise Date.

5. Requirements

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

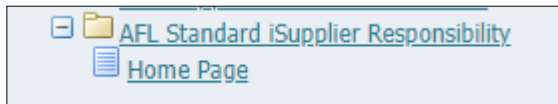
6. Procedure – Acknowledge a Standard Purchase Order and Populate Promise Date and Acknowledge Ship Date

- 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.

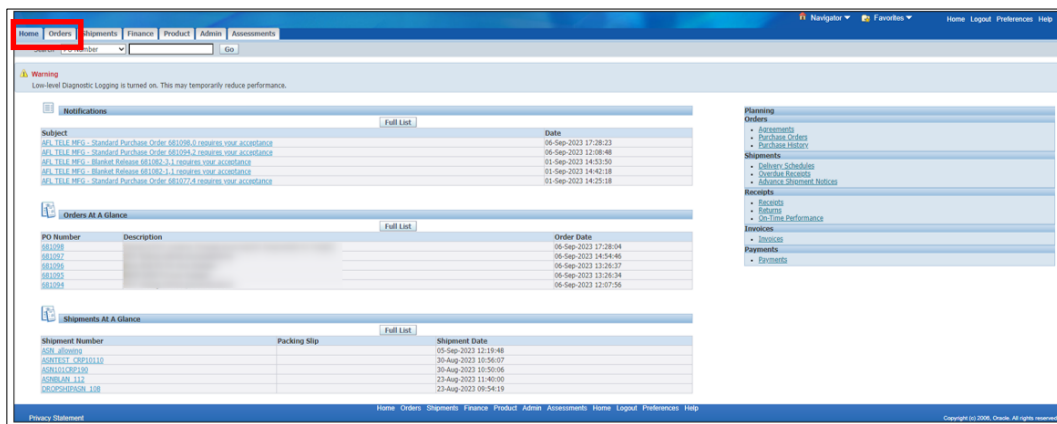
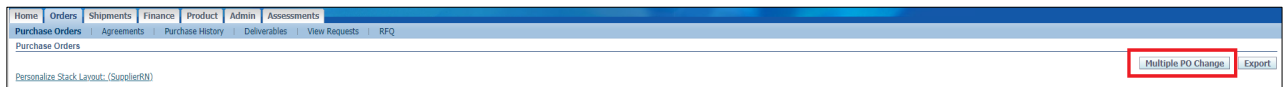


6.2 6.2 Navigate to the **AFL Standard iSupplier Responsibility**

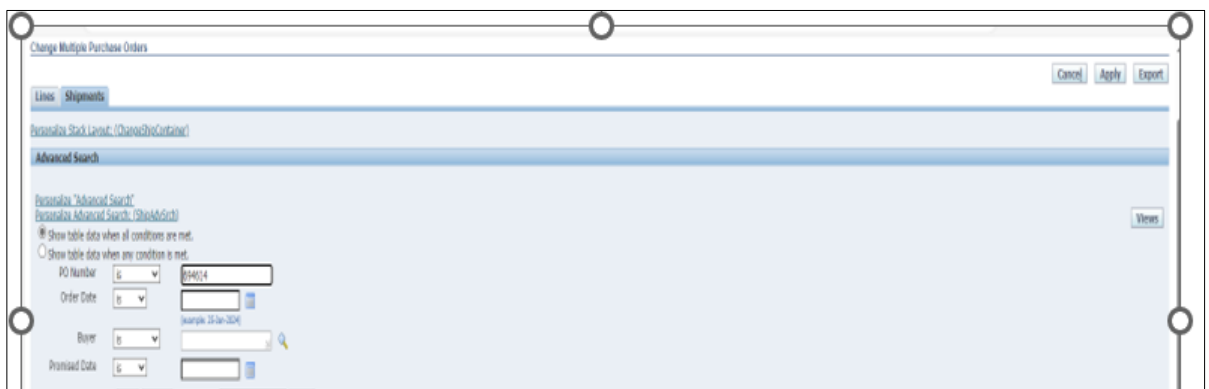
6.3 Double click the **Home Page** function.



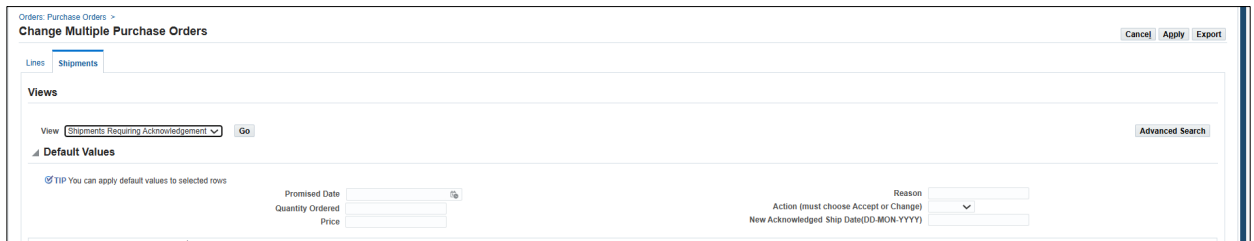
6.4 Click on the **Orders** tab and click on **Multiple PO Change** and **View, Purchase Orders to Acknowledge** or click on **Advanced Search** to search for particular PO#.



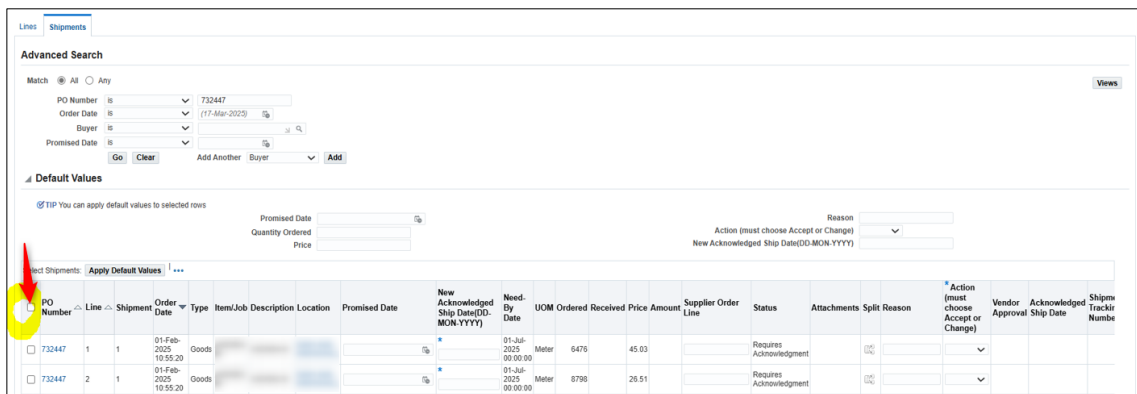
6.5 Complete the fields as required and click the Go button to display the PO Details.



Or click on **View: Shipments Requiring Acknowledgment**

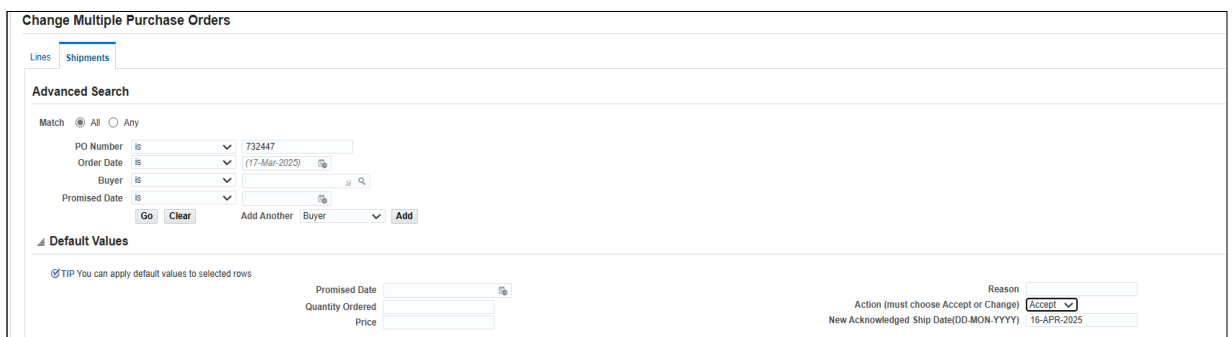


- 6.6 Click on the check box to select all lines. Or if you want to select specific PO and lines, you'll need to check only those PO's and lines.



- 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.



Click on **Apply Default Values** to populate values for all shipment lines.

Change Multiple Purchase Orders

Cancel Apply Export

Lines Shipments

Advanced Search

Match ☒ All ☐ Any

PO Number 732447

Order Date (17-Mar-2025)

Buyer

Promised Date

Go Clear Add Another Buyer Add

Default Values

☒ TIP You can apply default values to selected rows

Promised Date

Quantity Ordered

Price

Action (must choose Accept or Change) Accept

New Acknowledged Ship Date(DD-MON-YYYY) 16-APR-2025

Select Shipments **Apply Default Values**

PO Number	Line	Shipment	Order Date	Type	Item/Job Description	Location	Promised Date	New Acknowledged Ship Date(DD-MON-YYYY)	Need-By Date	UOM	Ordered	Received	Price	Amount	Supplier Order Line	Status	Attachments	Split Reason	Action (must choose Accept or Change)	Vendor Approval	Acknowledged Ship Date	Shipment Tracking Number
732447	1	1	01-Feb-2025 10:55:20	Goods				16-APR-2025	01-Jul-2025 00:00:00	Meter	5476		45.03			Requires Acknowledgment			Accept			
732447	2	1	01-Feb-2025 10:55:20	Goods				16-APR-2025	01-Jul-2025 00:00:00	Meter	8798		26.51			Requires Acknowledgment			Accept			

Click on **Apply**

Orders: Purchase Orders >

Change Multiple Purchase Orders

Cancel Apply Export

Lines Shipments

Advanced Search

Match ☒ All ☐ Any

PO Number 732447

Order Date (17-Mar-2025)

Buyer

Promised Date

Go Clear Add Another Buyer Add

Default Values

☒ TIP You can apply default values to selected rows

Promised Date

Quantity Ordered

Price

Action (must choose Accept or Change) Accept

New Acknowledged Ship Date(DD-MON-YYYY) 16-APR-2025

The change request will be submitted for approval.

Orders: Purchase Orders >

Information

Purchase Order 732564 : - Change Request has been 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.

Change Multiple Purchase Orders

Cancel Apply Export

Lines Shipments

Advanced Search

Match: ☒ All ☐ Any

PO Number: 732447

Order Date: 17-Mar-2025

Buyer:

Promised Date:

Go Clear Add Another Buyer Add

Default Values

TIP You can apply default values to selected rows

Promised Date: 28-Mar-2025 15:50:40

Quantity Ordered:

Price:

Reason: Promise date update

Action (must choose Accept or Change): Change

New Acknowledged Ship Date (DD-MON-YYYY): 18-MAR-2025

Select Shipments: Apply Default Values

PO Number	Line	Shipment	Order Date	Type	Item/Job Description	Location	Promised Date	New Acknowledged Ship Date (DD-MON-YYYY)	Need-By Date	UOM	Ordered	Received	Price	Amount	Supplier Order Line	Status	Attachments	Split Reason	Action (must choose Accept or Change)	Vendor Approval	Acknowledged Ship Date	Shipment Tracking Number	Actual Ship Date
732447	1	1	01-Feb-2025 10:55:29	Goods			28-Mar-2025 15:50:40	18-MAR-2025	01-Jul-2025 00:00:00	Meter	6476		45.03			Requires Acknowledgment		Promise date update	Change				
732447	2	1	01-Feb-2025 10:55:29	Goods			28-Mar-2025 15:50:40	18-MAR-2025	01-Jul-2025 00:00:00	Meter	8798		26.51			Requires Acknowledgment		Promise date update	Change				

- 6.9 Click on Apply

Quantity Ordered:

Price:

Select Shipments: Apply Default Values

PO Number	Line	Shipment	Order Date	Type	Item/Job Description	Location	Promised Date	Need-By Date	UOM	Ordered	Received	Price	Amount	Supplier Order Line	Status	Attachments	Split Reason	Action	Vendor Approval	Acknowledged Ship Date	Shipment Tracking Number	Actual Ship Date
694614	1	1	05-Feb-2024 13:59:02	Goods		Hidden Line 1.5	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	10		1	10.00		Requires Acknowledgment		Change	Change				
694614	2	1	05-Feb-2024 13:59:02	Goods		Hidden Line 1.5	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	20		1	20.00		Requires Acknowledgment		Change	Change				
694614	3	1	05-Feb-2024 13:59:02	Goods		Hidden Line 1.5	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	30		1	30.00		Requires Acknowledgment		Change	Change				
694614	4	1	05-Feb-2024 13:59:02	Goods		Hidden Line 1.5	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	40		1	40.00		Requires Acknowledgment		Change	Change				
694614	5	1	05-Feb-2024 13:59:02	Goods		Hidden Line 1.5	08-Mar-2024 00:00:00	16-Feb-2024 00:00:00	Meter	50		1	50.00		Requires Acknowledgment		Change	Change				
694614	6	1	05-Feb-2024 13:59:02	Goods		Hidden Line 1.5	08-Mar-2024 00:00:00	23-Feb-2024 00:00:00	Meter	60		1	60.00		Requires Acknowledgment		Change	Change				
694614	7	1	05-Feb-2024 13:59:02	Goods		Hidden Line 1.5	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	70		1	70.00		Requires Acknowledgment		Change	Change				
694614	8	1	05-Feb-2024 13:59:02	Goods		Hidden Line 1.5	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	80		1	80.00		Requires Acknowledgment		Change	Change				
694614	9	1	05-Feb-2024 13:59:02	Goods		Hidden Line 1.5	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	90		1	90.00		Requires Acknowledgment		Change	Change				
694614	10	1	05-Feb-2024 13:59:02	Goods		Hidden Line 1.5	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	100		1	100.00		Requires Acknowledgment		Change	Change				

Select Shipments: Apply Default Values

Cancel Apply Export

- 6.10 The change request will be submitted for approval.

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 Purchase Orders

Lines Shipments

[Personalize Stack Layout: \(ChangeLineContainer\)](#)

Advanced Search

[Personalize "Advanced Search"](#)
[Personalize Advanced Search: \(LinesAdvSrch\)](#)

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

PO Number

Order Date
(example: 25-Jan-2024)

Buyer

Item

Go **Clear** Add Another **Add**

- 6.12 Click on **Select All**

Personalize "PO Lines"

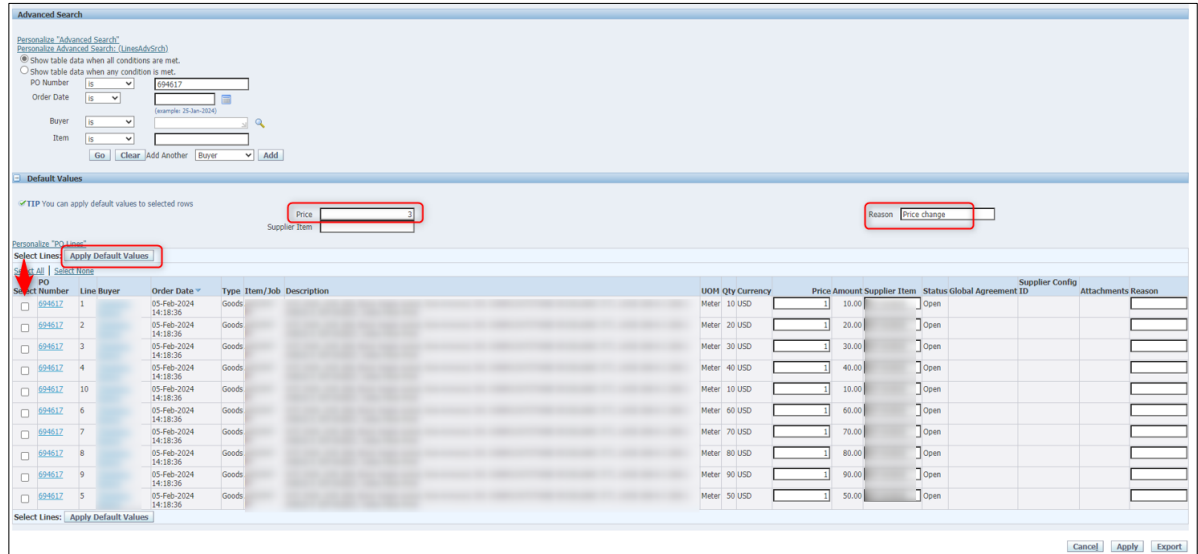
Select Lines:

Select All

Select	PO	Line Number	Buyer	Order Date	Type	Item / Job	Description	UOH	Qty	Currency	Price	Amount	Supplier Item	Status	Global Agreement ID	Supplier Config	Attachments	Reason
<input checked="" type="checkbox"/>	694617	1		05-Feb-2024 14:18:36	Goods			Meter	10	USD	10.00			Open				
<input checked="" type="checkbox"/>	694617	2		05-Feb-2024 14:18:36	Goods			Meter	20	USD	20.00			Open				
<input checked="" type="checkbox"/>	694617	3		05-Feb-2024 14:18:36	Goods			Meter	30	USD	30.00			Open				
<input checked="" type="checkbox"/>	694617	4		05-Feb-2024 14:18:36	Goods			Meter	40	USD	40.00			Open				
<input checked="" type="checkbox"/>	694617	10		05-Feb-2024 14:18:36	Goods			Meter	10	USD	10.00			Open				
<input checked="" type="checkbox"/>	694617	6		05-Feb-2024 14:18:36	Goods			Meter	60	USD	60.00			Open				
<input checked="" type="checkbox"/>	694617	7		05-Feb-2024 14:18:36	Goods			Meter	70	USD	70.00			Open				
<input checked="" type="checkbox"/>	694617	8		05-Feb-2024 14:18:36	Goods			Meter	80	USD	80.00			Open				
<input checked="" type="checkbox"/>	694617	9		05-Feb-2024 14:18:36	Goods			Meter	90	USD	90.00			Open				
<input checked="" type="checkbox"/>	694617	5		05-Feb-2024 14:18:36	Goods			Meter	50	USD	50.00			Open				

Select Lines:

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



Advanced Search

Personalize "Advanced Search" (LineAddress)

Personalize Advanced Search (LineAddress)

Show table data when all conditions are met.

PO Number: is [094617]

Order Date: is [example: 25-Jan-2024]

Buyer: is []

Item: is []

Go Clear Add Another Buyer Add

Default Values

✓TIP You can apply default values to selected rows

Price: [3]

Supplier Item: []

Reason: [Price change]

Personalize "PO Lines"

Select Lines: Apply Default Values

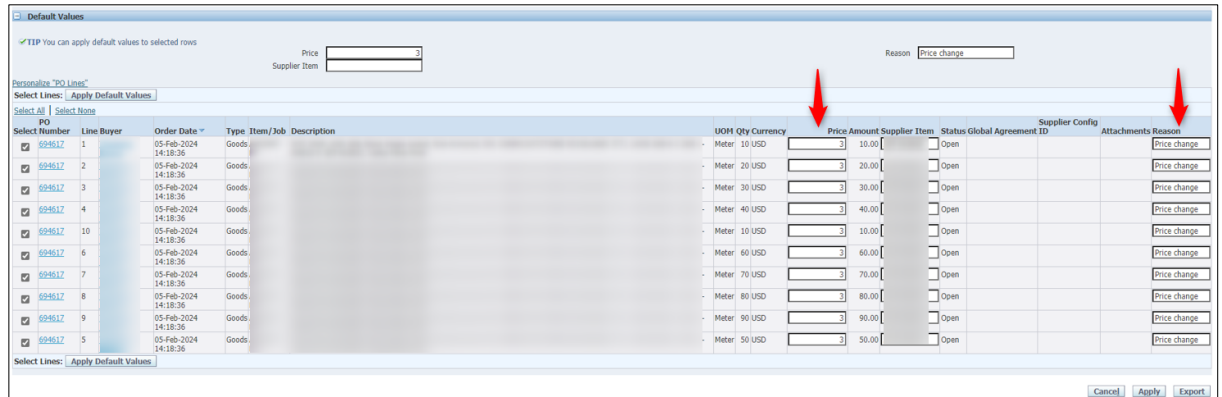
Select All Select None

PO	Select Number	Line Buyer	Order Date	Type	Item/Job	Description	UOH Qty	Currency	Price Amount	Supplier Item	Status	Global Agreement ID	Supplier Config	Attachments	Reason
094617	1		05-Feb-2024 14:18:36	Goods			Meter	10 USD	10.00		Open				
094617	2		05-Feb-2024 14:18:36	Goods			Meter	20 USD	20.00		Open				
094617	3		05-Feb-2024 14:18:36	Goods			Meter	30 USD	30.00		Open				
094617	4		05-Feb-2024 14:18:36	Goods			Meter	40 USD	40.00		Open				
094617	10		05-Feb-2024 14:18:36	Goods			Meter	10 USD	10.00		Open				
094617	6		05-Feb-2024 14:18:36	Goods			Meter	60 USD	60.00		Open				
094617	7		05-Feb-2024 14:18:36	Goods			Meter	70 USD	70.00		Open				
094617	8		05-Feb-2024 14:18:36	Goods			Meter	80 USD	80.00		Open				
094617	9		05-Feb-2024 14:18:36	Goods			Meter	90 USD	90.00		Open				
094617	5		05-Feb-2024 14:18:36	Goods			Meter	50 USD	50.00		Open				

Select Lines: Apply Default Values

Cancel Apply Export

- 6.14 Price will be updated to all the selected lines.



Default Values

✓TIP You can apply default values to selected rows

Price: [3]

Supplier Item: []

Reason: [Price change]

Personalize "PO Lines"

Select Lines: Apply Default Values

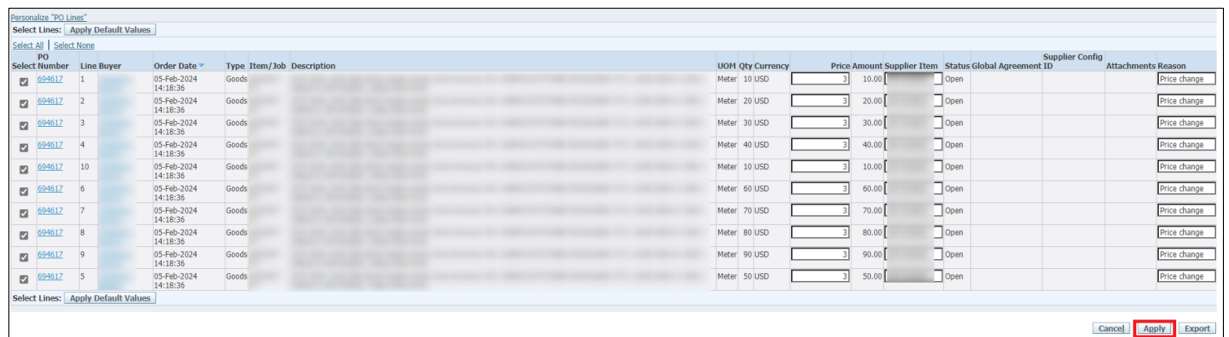
Select All Select None

PO	Select Number	Line Buyer	Order Date	Type	Item/Job	Description	UOH Qty	Currency	Price Amount	Supplier Item	Status	Global Agreement ID	Supplier Config	Attachments	Reason
094617	1		05-Feb-2024 14:18:36	Goods			Meter	10 USD	10.00		Open				Price change
094617	2		05-Feb-2024 14:18:36	Goods			Meter	20 USD	20.00		Open				Price change
094617	3		05-Feb-2024 14:18:36	Goods			Meter	30 USD	30.00		Open				Price change
094617	4		05-Feb-2024 14:18:36	Goods			Meter	40 USD	40.00		Open				Price change
094617	10		05-Feb-2024 14:18:36	Goods			Meter	10 USD	10.00		Open				Price change
094617	6		05-Feb-2024 14:18:36	Goods			Meter	60 USD	60.00		Open				Price change
094617	7		05-Feb-2024 14:18:36	Goods			Meter	70 USD	70.00		Open				Price change
094617	8		05-Feb-2024 14:18:36	Goods			Meter	80 USD	80.00		Open				Price change
094617	9		05-Feb-2024 14:18:36	Goods			Meter	90 USD	90.00		Open				Price change
094617	5		05-Feb-2024 14:18:36	Goods			Meter	50 USD	50.00		Open				Price change

Select Lines: Apply Default Values

Cancel Apply Export

- 6.15 Click on **Apply**



Personalize "PO Lines"

Select Lines: Apply Default Values

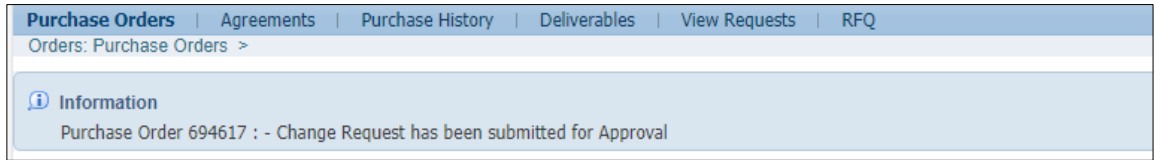
Select All Select None

PO	Select Number	Line Buyer	Order Date	Type	Item/Job	Description	UOH Qty	Currency	Price Amount	Supplier Item	Status	Global Agreement ID	Supplier Config	Attachments	Reason
094617	1		05-Feb-2024 14:18:36	Goods			Meter	10 USD	10.00		Open				Price change
094617	2		05-Feb-2024 14:18:36	Goods			Meter	20 USD	20.00		Open				Price change
094617	3		05-Feb-2024 14:18:36	Goods			Meter	30 USD	30.00		Open				Price change
094617	4		05-Feb-2024 14:18:36	Goods			Meter	40 USD	40.00		Open				Price change
094617	10		05-Feb-2024 14:18:36	Goods			Meter	10 USD	10.00		Open				Price change
094617	6		05-Feb-2024 14:18:36	Goods			Meter	60 USD	60.00		Open				Price change
094617	7		05-Feb-2024 14:18:36	Goods			Meter	70 USD	70.00		Open				Price change
094617	8		05-Feb-2024 14:18:36	Goods			Meter	80 USD	80.00		Open				Price change
094617	9		05-Feb-2024 14:18:36	Goods			Meter	90 USD	90.00		Open				Price change
094617	5		05-Feb-2024 14:18:36	Goods			Meter	50 USD	50.00		Open				Price change

Select Lines: Apply Default Values

Cancel Apply Export

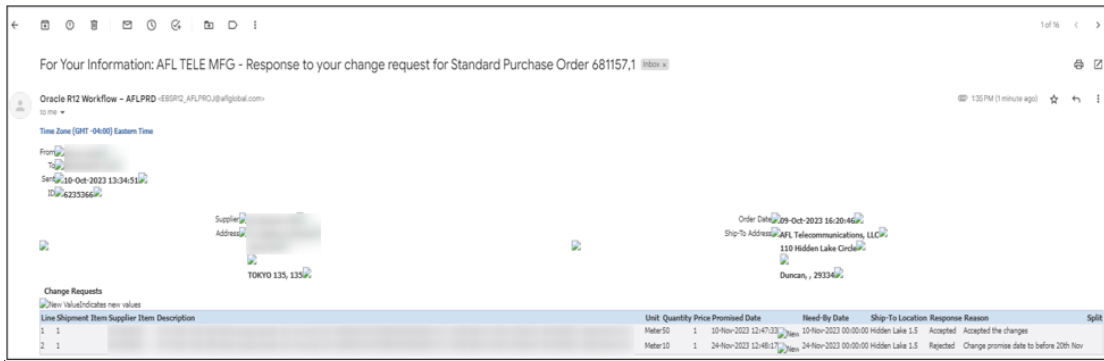
6.16 Mass update of **Price** changes will be submitted for Buyer approval.



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

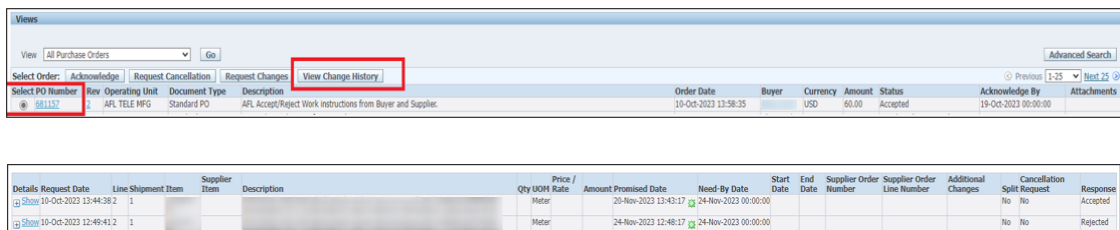
6.17 Supplier will receive an email with Buyer Acceptance/Rejection lines and a second email to log into iSupplier portal and accept changes.

- In this example below, there are two lines – the first line Accepted by the Buyer and the second line Rejected by the Buyer.



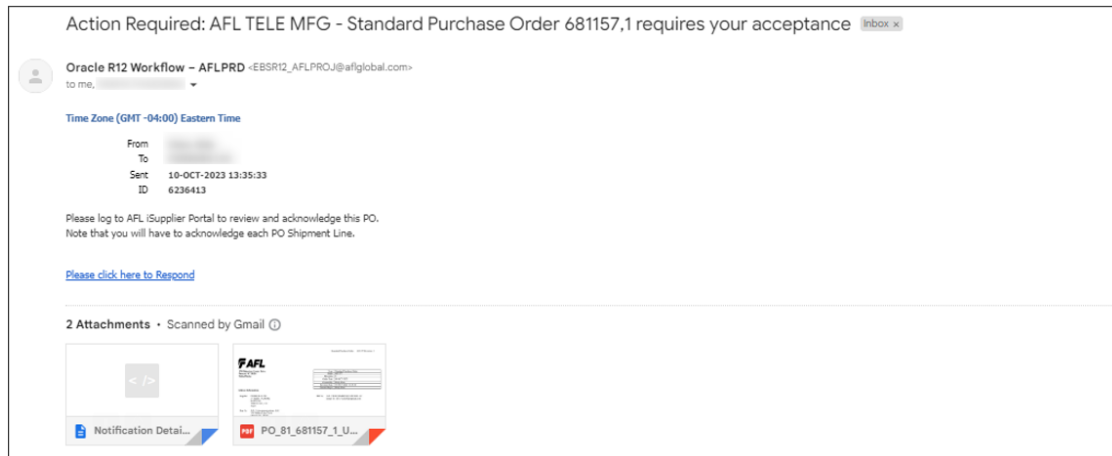
Line	Quantity	Price	Promised Date	Need By Date	Ship-To Location	Response Reason	Split
1	1		10-Nov-2023 12:47:33	24-Nov-2023 00:00:00	Hidden Lake 1.5	Accepted	Accepted the changes
2	1		24-Nov-2023 12:48:17	24-Nov-2023 00:00:00	Hidden Lake 1.5	Rejected	Change promise date to before 20th Nov

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



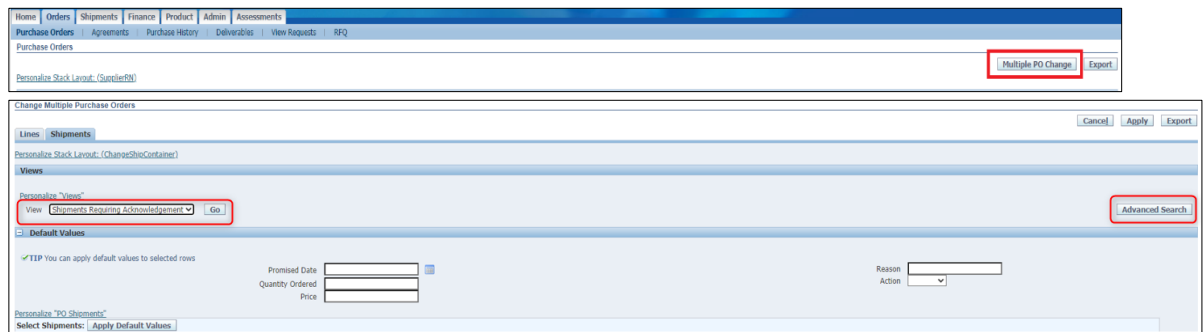
Details	Request Date	Line	Shipment Item	Supplier Item	Description	Qty	UOM	Rate	Amount	Promised Date	Need By Date	Start Date	End Date	Supplier Order Number	Supplier Order Line Number	Additional Changes	Cancellation Split Request	Response	
View	10-Oct-2023 12:44:38	2								20-Nov-2023 13:43:17	24-Nov-2023 00:00:00						No	No	Accepted
View	10-Oct-2023 12:49:41	2								24-Nov-2023 12:48:17	24-Nov-2023 00:00:00						No	No	Rejected

- Supplier will receive another email to Accept the changes.



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**



- 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.

Change Multiple Purchase Orders

Cancel Apply Export

Lines Shipments

Advanced Search

Match ☒ All ☐ Any

PO Number

Order Date

Buyer

Promise Date

Add Another Buyer

Default Values

TIP You can apply default values to selected rows

Promise Date 20-Mar-2025 16:59:40

Quantity Ordered

Price

Action (must choose Accept or Change) Change

New Acknowledged Ship Date(DD-MON-YYYY) 18-MAR-2025

Select Shipments

Apply Default Values

PO Number	Line	Shipment	Order Date	Type	Item/Job Description	Location	Promise Date	New Acknowledged Ship Date(DD-MON-YYYY)	Need-By Date	UOM	Ordered	Received	Price	Amount	Supplier Order Line	Status	Attachments	Split Reason	Action (must choose Accept or Change)	Vendor Approval	Acknowledged Ship Date	Shipment Tracking Number
732447	1	1	01-Feb-2025 10:55:20	Goods			20-Mar-2025 16:59:40	18-MAR-2025	01-Jul-2025 00:00:00	Meter	6475	45.03				Requires Acknowledgment		Promise date update				
732447	2	1	01-Feb-2025 10:55:20	Goods			20-Mar-2025 16:59:40	18-MAR-2025	01-Jul-2025 00:00:00	Meter	8798	26.51				Requires Acknowledgment		Promise date update				

6.20 Click on Apply

Quantity Ordered

Price

Personalize "PO Shipments"

Select Shipments: Apply Default Values

Select All Select None

PO Number	Line	Shipment	Order Date	Type	Item/Job Description	Location	Promise Date	Need-By Date	UOM	Ordered	Received	Price	Amount	Supplier Order Line	Status	Attachments	Split Reason	Actions	Vendor Approval	Acknowledged Ship Date	Shipment Tracking Number	Actual Ship Date
694614	1	1	05-Feb-2024 13:59:02	Goods		Hidden Line 1.3	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	10	1	10.00			Requires Acknowledgment		Change	Change				
694614	2	1	05-Feb-2024 13:59:02	Goods		Hidden Line 1.3	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	20	1	20.00			Requires Acknowledgment		Change	Change				
694614	3	1	05-Feb-2024 13:59:02	Goods		Hidden Line 1.3	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	30	1	30.00			Requires Acknowledgment		Change	Change				
694614	4	1	05-Feb-2024 13:59:02	Goods		Hidden Line 1.3	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	40	1	40.00			Requires Acknowledgment		Change	Change				
694614	5	1	05-Feb-2024 13:59:02	Goods		Hidden Line 1.3	08-Mar-2024 00:00:00	16-Feb-2024 00:00:00	Meter	50	1	50.00			Requires Acknowledgment		Change	Change				
694614	6	1	05-Feb-2024 13:59:02	Goods		Hidden Line 1.3	08-Mar-2024 00:00:00	23-Feb-2024 00:00:00	Meter	60	1	60.00			Requires Acknowledgment		Change	Change				
694614	7	1	05-Feb-2024 13:59:02	Goods		Hidden Line 1.3	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	70	1	70.00			Requires Acknowledgment		Change	Change				
694614	8	1	05-Feb-2024 13:59:02	Goods		Hidden Line 1.3	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	80	1	80.00			Requires Acknowledgment		Change	Change				
694614	9	1	05-Feb-2024 13:59:02	Goods		Hidden Line 1.3	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	90	1	90.00			Requires Acknowledgment		Change	Change				
694614	10	1	05-Feb-2024 13:59:02	Goods		Hidden Line 1.3	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	10	1	10.00			Requires Acknowledgment		Change	Change				

Select Shipments: Apply Default Values

Cancel Apply Export

6.21 The change request will be submitted for approval.

Information

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