Export All POs to Excel for Standard Purchase Orders and Blanket Releases

1. **Purpose**
   1.1.   The purpose of this procedure is to Export All POs to Excel from iSupplier portal.

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 for how to export All POs to Excel from iSupplier portal.
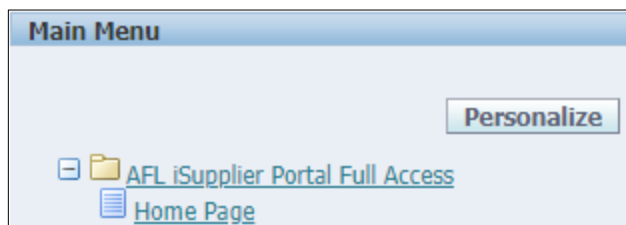
5. **Requirements**
   5.1   Users must have necessary Oracle responsibilities and security assigned to them to complete the following steps.
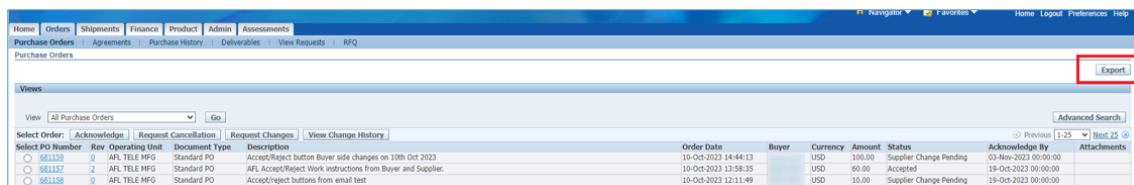
6. **Procedure – Export All POs to Excel from iSupplier**
   6.1   Navigate to the **AFL iSupplier Portal Full Access** responsibility.
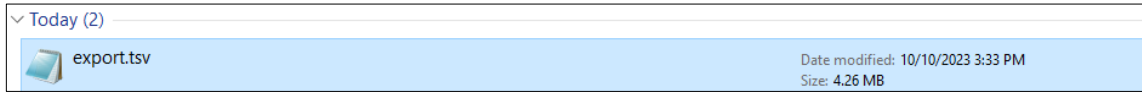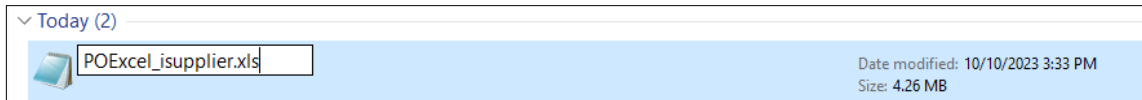   6.2   Double click the **Home Page** function.

   6.3   Go to the **Orders** tab and click on the **Export** button to export all POs to Excel.

6.4   An export.tsv file will be downloaded to your local computer drive.

6.5   To open the file in Excel, go to where you saved the .tsv file and rename the file to **POExcel_isuuplier.xls**. Be sure to include the **.xls** extension.

6.6   Double-click on the new file name to open in Excel.

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