

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.

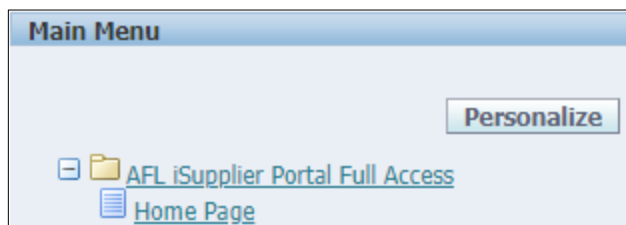
5. Requirements

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

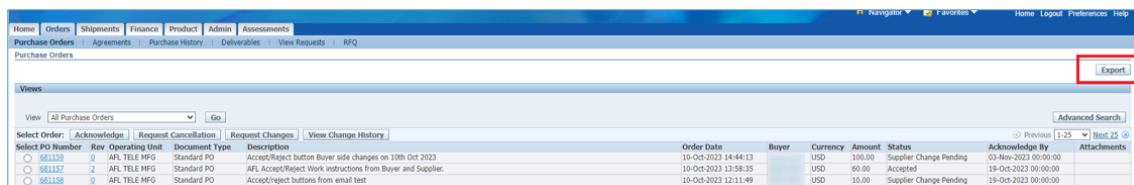
6. Procedure – Export All POs to Excel from iSupplier

6.1 Navigate to the **AFL iSupplier Portal Full Access** responsibility.

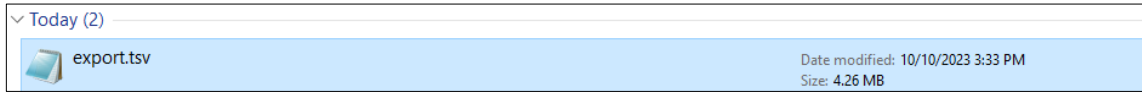
6.2 Double click the **Home Page** function.



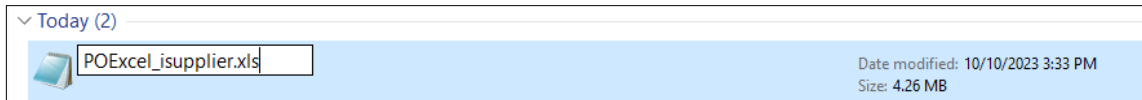
6.3 Go to the **Orders** tab and click on the **Export** button to export all POs to Excel.



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_isupplier.xls**. Be sure to include the .xls extension.



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



PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By
681159	0	AFL TELE MFG	Standard PO	Accept/Reject button Bu	10/10/2023 14:44		USD	100	Supplier Change Penden	11/3/2023 0:00
681157	2	AFL TELE MFG	Standard PO	AFL Accept/Reject Work	10/10/2023 13:56		USD	60	Accepted	10/19/2023 0:00
681158	0	AFL TELE MFG	Standard PO	Accept/Reject buttons fr	10/10/2023 12:11		USD	10	Supplier Change Penden	10/19/2023 0:00
681032-7	1	AFL TELE MFG	Blanket Release	Functional - Blanket Reli	10/9/2023 17:22		USD	2	Requires Acknowledgm	9/6/2023 0:00
681155	0	AFL TELE MFG	Standard PO	Accept entire order 09th	10/9/2023 14:59		USD	10	Accepted	10/20/2023 0:00
681154	0	AFL TELE MFG	Standard PO	Promise date defaulting	10/9/2023 14:46		USD	20	Accepted	10/19/2023 0:00
681153	0	AFL TELE MFG	Standard PO	Accept /reject buttons tr	10/6/2023 11:37		USD	10	Supplier Change Penden	10/25/2023 0:00
681152	0	AFL TELE MFG	Standard PO	Accept /Reject Test	10/6/2023 9:54		USD	100	Supplier Change Penden	10/6/2023 0:00
681151-1	0	AFL TELE MFG	Blanket Release	Blanket creation--Accep	10/5/2023 17:17		USD	1000	Accepted	10/5/2023 0:00
681151	0	AFL TELE MFG	Blanket Agreement	Blanket creation--Accep	10/5/2023 17:15		USD	100	Accepted	10/5/2023 0:00
681150	1	AFL TELE MFG	Standard PO	PO Ack test regular with	10/5/2023 17:02		USD	100	Accepted	10/12/2023 0:00
681149	0	AFL TELE MFG	Standard PO		10/5/2023 16:54		USD	100	Accepted	10/4/2023 0:00
681148	0	AFL TELE MFG	Standard PO		10/5/2023 14:12		USD	100	Requires Acknowledgm	10/4/2023 0:00
681147	0	AFL TELE MFG	Standard PO	Promise date defaulting	10/4/2023 16:19		USD	20	Supplier Change Penden	10/5/2023 0:00
681146	0	AFL TELE MFG	Standard PO	Promise date defaulting	10/3/2023 17:00		USD	20	Accepted	10/19/2023 0:00
681145	0	AFL TELE MFG	Standard PO	Promise date defaulting	10/2/2023 16:50		USD	20	Supplier Change Penden	10/20/2023 0:00
681144	1	AFL TELE MFG	Standard PO	Promise date defaulting	10/2/2023 13:07		USD	20	Requires Acknowledgm	10/4/2023 0:00
681143	2	AFL TELE MFG	Standard PO	Promise date defaulting	9/29/2023 14:48		USD	20	Accepted	9/29/2023 0:00
681142	1	AFL TELE MFG	Standard PO	Promise date defaulting	9/29/2023 14:42		USD	20	Accepted	10/4/2023 0:00
681141	0	AFL TELE MFG	Standard PO	Promise date defaulting	9/29/2023 14:33		USD	20	Accepted	10/2/2023 0:00
681140	0	AFL TELE MFG	Standard PO	Promise date defaulting	9/29/2023 14:31		USD	20	Open	
681138-1	1	AFL TELE MFG	Blanket Release	Blanket creation	9/28/2023 10:50		USD	800	Open	
681138	0	AFL TELE MFG	Blanket Agreement	Blanket creation	9/27/2023 10:48		USD	100	Accepted	10/6/2023 0:00
681137	0	AFL TELE MFG	Standard PO	Promise date defaulting	9/27/2023 10:21		USD	20	Open	
681136	1	AFL TELE MFG	Standard PO	Promise date defaulting	9/27/2023 10:13		USD	20	Open	
681135	0	AFL TELE MFG	Standard PO	Promise date defaulting	9/27/2023 9:46		USD	20	Accepted	9/27/2023 0:00
681134	0	AFL TELE MFG	Standard PO	Ack test	9/26/2023 12:11		USD	10	Supplier Change Penden	9/26/2023 0:00
681116	2	AFL TELE MFG	Standard PO	Ack test	9/26/2023 12:00		USD	10	Requires Acknowledgm	9/15/2023 0:00