

# **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.

Main Menu
Personalize
<u>AFL iSupplier Portal Full Access</u> <u>Home Page</u>

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

				Nämg	gator 👻 📑 Eavorites 👻	Home Logout I	Preferences Help
Home Orders Shipments Finance Product Admin Assessments							
Purchase Orders   Agreements   Purchase History   Deliverables   View Requests   RFQ							
Purchase Orders							
							Export
Views							
View [All Purchase Orders v] Go							ranced Search
Select Order: Acknowledge Request Cancellation Request Changes View Change History						③ Previous 1-25	Mext 25 >>
Select PO Number Rev Operating Unit Document Type Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
G81159 Q AFL TELE MFG Standard PO Accept/Reject button Buyer side changes on 10th Oct 2023	10-Oct-2023 14:44:13		USD	100.00	Supplier Change Pending	03-Nov-2023 00:00:00	
S81152 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	
681158 g AFL TELE MFG Standard PO Accept/reject buttons from email test	10-Oct-2023 12:11:49				Supplier Change Pending	19-Oct-2023 00:00:00	
the second of the second of the second of the second secon	A. A. J. ALAR. J. B. A. A.				A		



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

$\sim$	Today (2)	
	apport.tsv	Date modified: 10/10/2023 3:33 PM Size: 4.26 MB

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.

V Today (2)	
POExcel_isupplier.xls	Date modified: 10/10/2023 3:33 PM Size: 4.26 MB

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



А	0		U	5	r	G	n		,	K
PO Number	Rev	Operating Unit	Document Type		Order Date	Buyer	Currency	Amount		Acknowledge By
	681159	0 AFL TELE MFG	Standard PO	Accept/Reject button Bu			USD		100 Supplier Change Pendin	
	681157	2 AFL TELE MFG	Standard PO	AFL Accept/Reject Work			USD		60 Accepted	10/19/2023 0:00
	681158	0 AFL TELE MFG	Standard PO	Accept/reject buttons fr			USD		10 Supplier Change Pendin	
681032-7		1 AFL TELE MFG	Blanket Release	Functional - Blanket Rele			USD		2 Requires Acknowledgme	
	681155	0 AFL TELE MFG	Standard PO	Accpet entire order 09th			USD		10 Accepted	10/20/2023 0:00
	681154	0 AFL TELE MFG	Standard PO	Promise date defauting	10/9/2023 14:46		USD		20 Accepted	10/19/2023 0:00
	681153	0 AFL TELE MFG	Standard PO	Accept /reject buttons to			USD		10 Supplier Change Pendin	
	681152	0 AFL TELE MFG	Standard PO	Accept/Reject Test	10/6/2023 9:54		USD		100 Supplier Change Pendin	
681151-1		0 AFL TELE MFG	Blanket Release	Blanket creationAccep	10/5/2023 17:17		USD		1000 Accepted	10/5/2023 0:00
	681151	0 AFL TELE MFG	Blanket Agreement	Blanket creationAccep			USD		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 Acknowledgme	10/4/2023 0:00
	681147	0 AFL TELE MFG	Standard PO	Promise date defauting-	10/4/2023 16:19		USD		20 Supplier Change Pendin	10/5/2023 0:00
	681146	0 AFL TELE MFG	Standard PO	Promise date defauting-	10/3/2023 17:00		USD		20 Accepted	10/19/2023 0:00
	681145	0 AFL TELE MFG	Standard PO	Promise date defauting-			USD		20 Supplier Change Pendin	
	681144	1 AFL TELE MFG	Standard PO	Promise date defauting-	10/2/2023 13:07		USD		20 Requires Acknowledgme	10/4/2023 0:00
	681143	2 AFL TELE MFG	Standard PO	Promise date defauting-			USD		20 Accepted	9/29/2023 0:00
	681142	1 AFL TELE MFG	Standard PO	Promise date defauting-	9/29/2023 14:42		USD		20 Accepted	10/4/2023 0:00
	681141	0 AFL TELE MFG	Standard PO	Promise date defauting-			USD		20 Accepted	10/2/2023 0:00
	681140	0 AFL TELE MFG	Standard PO	Promise date defauting-	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		Accepted	10/6/2023 0:00
	681137	0 AFL TELE MFG	Standard PO	Promise date defauting	9/27/2023 10:21		USD		20 Open	
	681136	1 AFL TELE MFG	Standard PO	Promise date defauting	9/27/2023 10:13		USD		20 Open	
	681135	0 AFL TELE MFG	Standard PO	Promise date defauting	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 Pendin	9/26/2023 0:00
	681116	2 AFL TELE MFG	Standard PO	Ack test	9/26/2023 12:00		USD		10 Requires Acknowledgme	9/15/2023 0:00