

Requisitos para el usuario final: Confirmación inicial de la orden de compra por parte del proveedor para las PO estándar y abiertas usando la opción de actualizar varias PO

1. Objetivo

1.1. El objetivo de este procedimiento es confirmar inicialmente una orden de compra estándar o una PO abierta en iSupplier por parte del proveedor, llenar la fecha prometida y enviarla para que el comprador la confirme.

2. Alcance

2.1. Este procedimiento aplica a todos los proveedores de AFL, Hyperscale North America y Australia.

3. Responsabilidad

3.1. El proveedor o su designado mantendrá, revisará y actualizará este documento en AFL de Norteamérica.

4. Resumen

4.1 Este procedimiento ofrece los pasos y capturas de pantalla para confirmar inicialmente una orden de compra estándar o una PO abierta por parte del proveedor y llenar la fecha prometida y la fecha de envío confirmada por parte del proveedor.

5. Requisitos

5.1 Los usuarios deben tener asignadas las responsabilidades y la seguridad necesarias de Oracle para completar los siguientes pasos.

6. Procedimiento: Confirmación inicial de una orden de compra estándar/abierta y llenar la fecha prometida

- 6.1 El proveedor recibirá un mensaje de correo electrónico de un comprador indicando que hay una orden de compra estándar que requiere confirmación.
 - El proveedor recibirá un mensaje de correo electrónico con el texto Action Required (Requiere acción) en la línea del asunto. Habrá un enlace en el mensaje que le indicará: <u>Haga clic aquí</u> <u>para responder</u>. Haga clic en el enlace para ir a la página de iSupplier.

	Action Required: AFL TELE MFG - Standard Purchase Order 681161,0 requires your acceptance Interest
	Oracle R12 Workflow - AFLPRD <ebsr12_aflproj@afiglobal.com- to me, +</ebsr12_aflproj@afiglobal.com-
	Time Zone (GMT -04:00) Eastern Time
	From To Sert 10-0CT-2023 16:10:15 ID 6236418
	Please log to AFL (Suppler Portal to review and acknowledge this PO. Note that you will have to acknowledge each PO Shipment Line.
l	Please click here to Respond
	2 Attachments • Scanned by Gmail ①
	P Notification Detai



- 6.2 Vaya a AFL Standard iSupplier Responsibility (Responsabilidad de iSupplier estándar de AFL).
- 6.3 Haga doble clic en la función **Home Page (Página de inicio)**.



6.4 Haga clic en la pestaña Orders (Órdenes), luego haga clic en Multiple PO Change (Cambiar varias
 PO) para ver Purchase Orders to Acknowledge (Órdenes de compra por confirmar) o haga clic en Advanced Search (Búsqueda avanzada) para buscar un número de orden de compra en particular.

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ase Orders Agreements Purchase History Deliverables	View Requests RFQ				
hase Orders					
malize Stack Lawrent: (SumplierRN)					Multiple PO Change
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Orders hipments Finance Product Admin Assessments					
Go Go					
arning					
w-level Diagnostic Logging is turned on. This may temporarily reduce performance.					
Notifications			Planning		
Robinst	Full List	Delt.	Agreements		
Subject AFL TELE MFG - Standard Purchase Order 681098.0 requires your acceptance		06-Sep-2023 17:28:23	Parchase Orders Dirich was Minteer		
AFL TELE MEG - Standard Purchase Order 681094.2 resuires your acceptance		06-Sep-2023 12:08:48	Excluse Holdry Shipments		
AFL TELE MEG - Blanket Release 681082-3.1 requires your acceptance		01-Sep-2023 14:53:50	Delivery Schedules		
AFL TELE MFG - Barlott Release 661062-1.1 regures your acceptance AFL TELE MFG - Standard Purchase Order 681077.4 requires your acceptance		01-Sep-2023 14:42:18 01-Sep-2023 14:25:18	Overdue Receipts Advance Shinment Notices		
			Receipts		
2			Eecelots		
Orders At A Glance			On-Time Performance		
	Full List		Invoices		
PO Number Description		Order Date 06-Seo-2023 17:28:04	Invoices		
681097		06-Sep-2023 14:54:46	Payments		
681096		06-Sep-2023 13:26:37	- La Allacia		
681095		06-Sep-2023 13:26:34 06-Sep-2023 12:07:56			
RAAL .		the add more services			
2					
Shipments At A Glance					
	Full List				
Shipment Number Packing Sl	lip Shipment I	ate 12:10:40			
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ASN101CRP190	30-Aug-2023	10:50:06			
ASNBUAN 112	23-Aug-2023	11:40:00			
MARCHINER IN	23-Aug-2023	03:34:18			
	Home Orders Shipments Fin	ance Product Admin Assessments Home Logout Preferences H	Np		

6.5 Llene los campos según se requiera y haga clic en el botón **Go (Ir)** para ver los detalles de la orden de compra.

Change Multiple Purchase Orders
Une Shipments
Personalize Stack Lavout: (ChanoeShipContainer)
Advanced Barech
, Auvances Search
Provide Tabased Arabit
Personalize Antoneous Senici (Shiada/Srch)
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O Show table data when any condition is met.
PO Number is V E94614
Order Date is 🗸
(searple: 25-2a-2224)
Buyer is 🗸
Promised Date is V
Go Clear Add Another Buyer V Add

O haga clic en el menú desplegable para seleccionar View (Ver): Shipments Requiring Acknowledgment (Envíos que requieren confirmación)



Orders: Purchase Orders > Change Multiple Purchase Orders			Cancel App	ly Export
Lines Shipments				
Views				
View (Shipments Requiring Acknowledgement) Go			Advanced	Search
@TIP You can apply default values to selected rows Promised Date Quantity Ordered Price	ξ _φ	Reason Action (must choose Accept or Change) New Acknowledged Ship Date(DD.MON.YYYY)		

Haga clic en la casilla de verificación para seleccionar todas las líneas. O si desea seleccionar unas PO y líneas específicas, deberá marcar solo esas PO y líneas.

dvanced Search																							
Match Al Ar	1y																						Vi
PO Number	is	~	732447																				
Order Date	is	~	(17-Mar-2025)	56																			
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ct Shipments: Appl	v Default Value			Quantity Ord	ered Price		0								Action (m New Acknowled	nust choose Accep Iged Ship Date(DC	Reason ot or Change) I-MON-YYYY)		~				
ct Shipments: Appt PO Number Line -	y Default Values	s ···· Drder v Ty	pe Item/Job	Quantity Ord	Location	Promised Date		New Acknowledged Ship Date(DD- MON-YYYY)	Need- By Date	UOM	Ordered	Received	Price	mount	Action (m New Acknowled Supplier Order Line	ust choose Accep Iged Ship Date(DC	Reason ot or Change) D-MON-YYYY) Attachments	Split	✓ Reason	* Action (must choose Accept or Change)	Vendor Approval	Acknowledged Ship Date	Shi Tra Nu
PO Number $ ightarrow$ Line - 732447 1	y Default Values	s Drder Tj Date Tj 11-Feb- 025 G 0.55:20 G	pe Item/Job	Quantity Ord	Location	Promised Date		New Acknowledged Ship Date(DD- MON-YYYY) *	Need- By Date 01-Jul- 2025 00:00:00	UOM (Drdered 6476	Received	Price 4	mount	Action (m New Acknowled Supplier Order Line	Iged Ship Date(DD Status Requires Acknowledgment	Reason ot or Change) -MON-YYYY) Attachments	Split	Reason	* Action (must choose Accept or Change)	Vendor Approval	Acknowledged Ship Date	Shi Tra Nu

6.7 En el caso en que la Promise Date (Fecha prometida) sea igual a la Need By Date (Fecha Límite), complete únicamente la New
 Acknowledged Ship Date (Nueva fecha de envío confirmada) y seleccione Action (Acción): Accept (Aceptar)

Nota: Para Action (Acción): Acepte que no es necesario ingresar el motivo.

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dvanced Search						
Match 🖲 All 🔿 Al	ny					
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Default Values						
IP You can apply	detault	values to selected r	0WS Promi	od Date	<u> </u>	Reason
			Quantity	Ordered		Action (must choose Accept or Change)
			quantity	Price		New Acknowledged Ship Date(DD-MON-YYYY) 16-APR-2025

Haga clic en **Apply Default Values (Aplicar valores predeterminados)** para llenar los valores de todas las líneas de envío.



Change Multiple F	Pur	chase C	rders																			Cancel	Apply	Expor
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@TIP You can apply	defa	ault values to	selected	rows		Prom Quantity	ised Da r Order Pr	ed ce		6							Action (n New Acknowled	nust choose Accep Iged Ship Date(DD	Reason pt or Change)	Accept				
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Haga clic en Apply (Aplicar)

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Orders:	Purch	lase	Orders >		
(i) Info	rma	tion	1		
Pur	chase	oro	ler 732564 : ·	Change Request has been submitted for Approval	

- 6.8 En caso de no haber cambios en la Promise Date (Fecha prometida), la PO se aprobará automáticamente sin
 la aceptación del comprador.
- 6.9 En caso de un cambio en la Promise Date (Fecha prometida), ingrese la Promise Date (Fecha prometida) y la New Acknowledged Ship
 Date (Nueva fecha de envío confirmada). En la columna Action (Acción), seleccione Change (Cambiar) en el menú desplegable e ingrese un Reason (Motivo) en el nivel de la línea de envío. Haga clic en Apply Default Values (Aplicar valores predeterminados) para llenar los valores de todas las líneas de envío.



Change Multip	le Pu	rchase Ord	ers																			Cancel A	ply Export
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Advanced Sea	rch																						
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Promised Da	is is		×		56																		
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⊿ Default Valu	les																						
⊗TIP You can a	apply det	ault values to sele	cted row	5	Promit	ed Date Ordered Price	28-Mar-2025 16:50:40 👘								Action (m New Acknowled	ust choose Accep ged Ship Date(DD	Reason t or Change) MON-YYYY)	Prom Chan 18-M	ise date update ge 🗸 AR-2025				
Select Shipments	Apply D	efault Values																					
I PO Number 스 L	ine 🛆	Shipment Orde	🔻 Туј	ie Item/J	ob Descript	on Locat	tion Promised Date	New Acknowledged Ship Date(DD- MON-YYYY)	Need- By Date	UOM	Ordered	I Receive	I Price A	Amount	Supplier Order Line	Status	Attachments	Split	Reason	Action (must choose Accept or Change)	Vendor Approval	Acknowledged Ship Date	Shipma Trackir Numbe
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6.10 Haga clic en Apply (Aplicar)

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				13:59:02			Lake 1.5		2024 00:00:00						Acknowledgment		u.vo						
	694614	2	1	05-Feb-2024 13:59:02	Goods		Hidden Lake 1.5	08-Mar-2024 00:00:0	08-Mar- 2024 00:00:00	Meter	20		1 20.0	10	Requires Acknowledgment		66	Change	Change 🛩				
	694614	3	1	05-Feb-2024 13:59:02	Goods		Hidden Lake 1.5	08-Mar-2024 00:00:0	08-Mar- 2024 00:00:00	Meter	30		1 30.0	10	Requires Acknowledgment		œŝ	Change	Change 🛩				
	694614	4	1	05-Feb-2024 13:59:02	Goods		Hidden Lake 1.5	08-Mar-2024 00:00:0	08-Mar- 2024 00:00:00	Meter	40		1 40.0	10	Requires Acknowledgment		œ	Change	Change 🛩				
	694614	5	1	05-Feb-2024 13:59:02	Goods.		<u>Hidden</u> Lake 1.5	08-Mar-2024 00:00:0	16-Feb- 2024 00:00:00	Meter	50		1 50.0	10	Requires Acknowledgment		8	Change	Change 🛩				
	<u>694614</u>	6	1	05-Feb-2024 13:59:02	Goods.		Hidden Lake 1.5	08-Mar-2024 00:00:0	23-Feb- 2024 00:00:00	Meter	60		1 60.0	10	Requires Acknowledgment		8	Change	Change 🛩				
	694614	7	1	05-Feb-2024 13:59:02	Goods		Hidden Lake 1.5	08-Mar-2024 00:00:0	08-Mar- 2024 00:00:00	Meter	70		1 70.0	10	Requires Acknowledgment		œ	Change	Change 🗸				
	694614	8	1	05-Feb-2024 13:59:02	Goods		Hidden Lake 1.5	08-Mar-2024 00:00:0	08-Mar- 2024 00:00:00	Meter	80		1 80.0	10	Requires Acknowledgment		8	Change	Change 🛩				
	694614	9	1	05-Feb-2024 13:59:02	Goods		Hidden Lake 1.5	08-Mar-2024 00:00:0	08-Mar- 2024 00:00:00	Meter	90		1 90.0	10	Requires Acknowledgment		83	Change	Change 🗸				
	694614	10	1	05-Feb-2024 13:59:02	Goods.		Hidden Lake 1.5	08-Mar-2024 00:00:0	08-Mar- 2024 00:00:00	Meter	10		1 10.0	10	Requires Acknowledgment		8	Change	Change 🛩				
Select	Shipm	ents:	Apply De	fault Values																			
																					Connel	L Annala I	- Count

6.11 La solicitud de cambio se enviará para su aprobación.



6.12 Al utilizar la opción **Multiple PO Change (Cambiar varias PO),** si es necesario actualizar el precio en todas las líneas de la PO, primero se debe confirmar la orden de compra siguiendo los pasos anteriores y el comprador debe confirmarla. Luego iSupplier permitirá actualizaciones al precio.

Haga clic en la pestaña Lines (Líneas) y busque el número de orden de compra. Haga clic en Go (Ir).



ſ	Change Multiple Purchase Orders
	Lines Shipments
	Personalize Stack Lavout: (Changel ineContainer)
	Advanced Search
	Personalize "Advanced Search"
	Personalize Advanced Search: (LinesAdvSrch)
	Show table data when all conditions are met.
	O Show table data when any condition is met.
	PO Number is V 694617
	Order Date is V
	(example: 25-Jan-2024)
	Buyer is
	Item is 🗸
	Go Clear Add Another Buyer V Add
н	

6.13 Haga clic en Select All (Seleccionar todo)

Perso	nalize "PO Lin	es"	di Malana						
Selec	t Lines: A	pply Defa None	III Values						
Sele	PO t Number	Line Buy	er Order Dat	e Type Item/Job Description	UOM QU	y Currency Price	e Amount Supplier Item	Supplier Config Status Global Agreement ID	Attachments Reason
	<u>694617</u>	1	05-Feb-203 14:18:36	4 Goods.	Meter 1	0 USD 1] 10.00	Open	
	694617	2	05-Feb-202 14:18:36	4 Goods	Meter 2	0 USD 1	20.00	Open	
	694617	3	05-Feb-200 14:18:36	4 Goods	Meter 3	0 USD 1	30.00	Open	
	<u>694617</u>	4	05-Feb-200 14:18:36	4 Goods	Meter 4	0 USD 1	40.00	Open	
	<u>694617</u>	10	05-Feb-200 14:18:36	4 Goods	Meter 1	0 USD 1] 10.00	Open	
	<u>694617</u>	6	05-Feb-200 14:18:36	4 Goods	Meter 6	0 USD 1] 60.00	Open	
	<u>694617</u>	7	05-Feb-202 14:18:36	4 Goods	Meter 7	0 USD 1	70.00	Open	
	694617	8	05-Feb-202 14:18:36	4 Goods	Meter 8	0 USD 1	80.00	Open	
	694617	9	05-Feb-203 14:18:36	4 Goods	Meter 9	0 USD 1	90.00	Open	
	694617	5	05-Feb-203 14:18:36	4 Goods	Meter 5	0 USD 1	50.00	Open	

6.14 Ingrese el **Price (Precio)** a actualizar y un **Reason (Motivo)** del cambio. Haga clic en **Apply Default** Values (Aplicar valores predeterminados).

Advanced Sea	irch										
Personalize "Anhanced Saurch" Personalize Anhanced Saurch" Show table data: when all conditions are met. Show table data: when any conditions in: Por Number met v 104517 Order Date a v 104517 Rem v 104517											
 Default Val 	ues										
✓TIP You can Personalize "PO I	apply default value	s to selected rows	Pirce 3			Reason Price change					
Select Lines:	Apply Default Va	lues									
Select All Sele	ct None										
Select Number	Line Buyer	Order Date 💌	Type Item/Job Description	UOM	Qty Currency Price Amoun	t Supplier Item Status Global Agreement ID	Attachments Reason				
<u>694617</u>	1	05-Feb-2024 14:18:36	Goods	Meter	10 USD 1 10.00	0 Open					
G 694617	2	05-Feb-2024 14:18:36	Goods	Meter	20 USD 1 20.00	0 [] Open					
694617	3	05-Feb-2024 14:18:36	Goods	Meter	30 USD 1 30.00	0 [] Open					
694617	4	05-Feb-2024 14:18:36	Goods	Meter	40 USD 1 40.00	0 [_ Open					
694617	10	05-Feb-2024 14:18:36	Goods	Meter	10 USD 1 10.00	0 Open					
694617	6	05-Feb-2024 14:18:36	Goods	Meter	60 USD 1 60.00	0 [] Open					
694617	7	05-Feb-2024 14:18:36	Goods	Meter	70 USD 1 70.00	0 [Open					
694617	8	05-Feb-2024 14:18:36	Goods	Meter	80 USD 1 80.00	0 [Open					
694617	9	05-Feb-2024 14:18:36	Goods	Meter	90 USD 1 90.00	0 Open					
694617	5	05-Feb-2024 14:18:36	Goods	Meter	50 USD 1 50.00	0 Open					
Select Lines:	Apply Default Va	lues									
1							Cancel Apply Export				



6.15 El Price (Precio) se actualizará en todas las líneas seleccionadas.

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- 1	efault Valu	ues											
~	TIP You can apply default values to selected rows Price Suppler Item												
Perso	sonalize "PO Lines"												
Sele	ct Lines: 🔄	Apply	y Default Va	alues									
Sele	t.All Selec	ct Non	<u>ne</u>					-		•			
Sele	PO t Number	Lin	ne Buyer	Order Date 💌	Type Item/Job Description	UOM C	ty Currency	Price Amount Supplier Item	Supplier Config Status Global Agreement ID	Attachments Reason			
	694617	1		05-Feb-2024 14:18:36	Goods	Meter	10 USD	3 10.00	Open	Price change			
	<u>694617</u>	2		05-Feb-2024 14:18:36	Goods	Meter	20 USD	3 20.00	Open	Price change			
	<u>694617</u>	3		05-Feb-2024 14:18:36	Goods	Meter	30 USD	3 30.00	Open	Price change			
	<u>694617</u>	4		05-Feb-2024 14:18:36	Goods	Meter	40 USD	3 40.00	Open	Price change			
	<u>694617</u>	10		05-Feb-2024 14:18:36	Goods	Meter	10 USD	3 10.00	Open	Price change			
	<u>694617</u>	6		05-Feb-2024 14:18:36	Goods	Meter	60 USD	3 60.00	Open	Price change			
	<u>694617</u>	7		05-Feb-2024 14:18:36	Goods	Meter	70 USD	3 70.00	Open	Price change			
	<u>694617</u>	8		05-Feb-2024 14:18:36	Goods	Meter	80 USD	3 80.00	Open	Price change			
	<u>694617</u>	9		05-Feb-2024 14:18:36	Goods	Meter	90 USD	3 90.00	Open	Price change			
	<u>694617</u>	5		05-Feb-2024 14:18:36	Goods.	Meter	50 USD	3 50.00	Open	Price change			
Sele	ct Lines:	Apply	y Default Va	alues									
										ancel Apply Export			

6.16 Haga clic en Apply (Aplicar).

Perso	Ansonaize "PO Lines"												
Sele	lect Lines: Apply Default Values												
Selec	Hest All Select None												
Seler	PO t Number	Line	Buyer	Order Date V	Type Item/Job Description				UOM Of Currency	Price Amount	Supplier Item Status	Supplier C	Config Attachments Reason
	<u>694617</u>	1		05-Feb-2024 14:18:36	Goods				Meter 10 USD	3 10.00	Open		Price change
	<u>694617</u>	2		05-Feb-2024 14:18:36	Goods				Meter 20 USD	3 20.00	Open		Price change
	<u>694617</u>	3		05-Feb-2024 14:18:36	Goods				Meter 30 USD	3 30.00	Open		Price change
	<u>694617</u>	4		05-Feb-2024 14:18:36	Goods				Meter 40 USD	3 40.00	Open		Price change
	694617	10		05-Feb-2024 14:18:36	Goods				Meter 10 USD	3 10.00	Open		Price change
	<u>694617</u>	6		05-Feb-2024 14:18:36	Goods				Meter 60 USD	3 60.00	Open		Price change
	<u>694617</u>	7		05-Feb-2024 14:18:36	Goods				Meter 70 USD	3 70.00	Open		Price change
	<u>694617</u>	8		05-Feb-2024 14:18:36	Goods				Meter 80 USD	3 80.00	Open		Price change
	<u>694617</u>	9		05-Feb-2024 14:18:36	Goods				Meter 90 USD	3 90.00	Open		Price change
	694617	5		05-Feb-2024 14:18:36	Goods				Meter 50 USD	3 50.00	Open		Price change
Sele	ct Lines:	Apply I	Default Va	lues									
													Cancel Apply Export

6.17 La actualización masiva de los cambios de **Price (Precios)** se enviará para la aprobación del comprador.

Purchase Orders	Agreements	Purchase History	Deliverables	View Requests	RFQ			
Orders: Purchase Orders	s >							
Information Purchase Order 694617 : - Change Request has been submitted for Approval								

 Vaya a la pestaña Orders (Órdenes) y Purchase Orders (Órdenes de compra). El número de PO (orden de compra) aparecerá en la columna Status (Estado) con el aviso Supplier Change Pending (Cambio del proveedor pendiente), en espera de la aprobación del comprador.



• **NOTA:** En el proceso de Confirmación del comprador, la Aprobación debe completarse con los cambios antes de que el proveedor pueda continuar con las siguientes acciones, como los cambios de precio.



6.18 El proveedor recibirá un mensaje de correo electrónico con las líneas de aceptación/rechazo inicial del comprador y un segundo mensaje de correo electrónico para iniciar sesión en el portal de iSupplier y aceptar los cambios.

	For Your Information: AFL TELE MFG - Response to your change request for Standard Purchase Ord	er 681161,1 Inbox x					8 C	1
þ	Oracle R12 Workflow - AFLPRD -EBSRQ_AFLPRO.JBuflgebal.com- tome -				@ 4:33PM (0 minute	es ago) 🔥	↑ 1	
	Time Zone (GMT -04:00) Eastern Time							
	Port 76 Ser Calibo de 2003 16-22 de 20 De Azastando							
	Supple Du Address Du	Orde Ship-To A	er Date 10-Oct-2023 16:07:51 Address AFL Telecommunications, L 110 Hidden Lake Circle Duncan, , 2933	.c₽				
	Change Requests							
	Jew ValueIndicates new values							
	Line Shipment Item Supplier Item Description	Unit Quantity	y Price Promised Date	Need-By Date	Ship-To Location	Response Re	ason Split	
	1 1	Meter 100	1 03-Nov-2023 16:2113/ New	03-N0V-2023 00100100	Hidden Lake 1-5	Accepted		

 6.19 Vaya al portal de iSupplier. Vaya a la página de inicio y haga clic en Orders, Purchase Orders (Órdenes, Órdenes de compra). Seleccione la orden de compra y haga clic en View Change History (Ver historial de cambios).

Views							
View [All Purchase Orders Go. Select Orders Acknowledge.] Request Changes View Change History. Select PO Number @ Rev Operating full in Document Type Description APL Accept/Refet Work instructions from Bayer and Supplier.		Order Date 10-Oct-2023 13:58:35	Buyer	Currency USD	Amount Status 60.00 Accepted	Adv © Previous 1-25 Acknowledge By 19-0ct-2023 00:00:00	Next 25 ③ Attachments
Orders: Protector Orders > Channes History for Standard Danshare Orders (1988)							
Sampe under de same en							Ok
Details Request Date Line Shapment Item Term Description a Star 10-047-2023 16:22:28 1 Betwin to Oxfers: Parchase Oxfers	Price / Qty UOH Rate Amount Promised Date Meter 03-Nov-2023 16:	Need-By Date 21:37 (2) 03-Nov-2023 00:0	Start Date	End Supp Date Num	lier Order Supplier Order ber Line Number	Additional Cancellation Changes Split Request No No	Response Accepted Ok