

# Requisitos del usuario final: confirmación inicial del acuerdo marco

## 1. Objetivo

1.1. El objetivo de este procedimiento es que el proveedor confirme inicialmente un acuerdo marco de compra en iSupplier.

## 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 un acuerdo marco de compra.

#### 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 del acuerdo marco de compra

- 6.1 El proveedor recibirá un mensaje de correo electrónico del comprador donde se le indica que hay un acuerdo marco de compra que requiere su 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 - Blanket Purchase Agreement 681175,0 requires your acceptance 🔤
Oracle R12 Workflow - AFLPRD <ebsr12_aflproj@afiglobal.com> to me.</ebsr12_aflproj@afiglobal.com>
Time Zone (GMT -04:00) Eastern Time
From To Sent 12-0CT-2023 16:56:30 ID 6237135
Please log to AFL iSupplier Portal to review and acknowledge this PO. Note that you will have to acknowledge each PO Shipment Line. Please click here to Respond
2 Attachments • Scanned by Gmail ()
C />
Notification Detai



- 6.2 Vaya a la responsabilidad AFL iSupplier Portal Full Access (Acceso completo al portal de iSupplier de AFL).
- 6.3 Haga doble clic en la función **Home Page (Página de inicio)**.

Main Menu	
AFL iSupplier Portal Full Access     Home Page	alize

6.4 Haga clic en la pestaña Orders (Órdenes) y View (Ver), Purchase Orders (Órdenes de compra) para Acknowledge (Confirmar) o haga clic en Advanced Search (Búsqueda avanzada) para buscar un número de PO en particular.

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							Navigator • 🛃 ravornes •	Home Logout Preferences Help
Home Orders hipmen	ts Finance Product Admin Assessments							
hber	✓ Go							
A Warning								
Low-level Diagnostic Loggi	ng is turned on. This may temporarily reduce performance.							
_								
Notifications						Planning		
		Full List				Orders		
Subject				Date		Agreements	dare	
AFL TELE MEG - Standa	rd Purchase Order 681098.0 requires your acceptance			06-Sep-2023 17:28:23		Purchase His	zory	
AFL TELE MEG - Standa	rd Purchase Order 681094,2 requires your acceptance			06-Sep-2023 12:08:48		Shinments		
AFL TELE MEG - Blanke	t Release 681082-3,1 requires your acceptance			01-Sep-2023 14:53:50		<ul> <li>Delivery Sch</li> </ul>	edules	
AFL TELE MFG - Blanke	t Release 681082-1,1 requires your acceptance			01-Sep-2023 14:42:18		<ul> <li>Overdue Rei</li> </ul>	eiots	
AFL TELE MFG - Standa	rd Purchase Order 681077.4 requires your acceptance			01-Sep-2023 14:25:18		<ul> <li>Advance Shi</li> </ul>	pment Notices	
						Receipts		
190						<ul> <li>Receipts</li> </ul>		
Orders At A G	ance					<u>Returns</u>	formanco	
		Full List				Invoicer	Tormance	
PO Number	Description			Order Date		Invoices		
681098	Standard PO# Creation Through Invoicing(AFL Responsible for F	reight)		06-Sep-2023 17:28:04		Payments		
681097	SR# Testing without personalizations			06-Sep-2023 14:54:46		Drumonte		
681096	Drop Ship PO For new changes			06-Sep-2023 13:26:37		• 10/11/21/2		
681095	DROP SHIP PO new changes			06-Sep-2023 13:26:34				
681094	SR# Testing without personalizations			06-Sep-2023 12:07:56				
1253								
Shipments At	A Glance							
		Full List						
Shipment Number	Packing Sli	p	Shipment Date					
ASN allowing			05-Sep-2023 12:19:48					
ASNTEST_CRP10110			30-Aug-2023 10:56:07					
ASN101CRP190			30-Aug-2023 10:50:06					
ASNBLAN_112			23-Aug-2023 11:40:00					
DROPSHIPASN 108			23-Aug-2023 09:54:19					
		Home Orders	snipments Finance Product Adm	in Assessments Home Logout Prefer	rences Heip			
Privacy statement								Conviront to 2006, Orable, All rights reserved

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.

Specify parameters and values to filter the data that is displayed in your results set.									
O Show table data w	O Show table data when all conditions are met.								
Show table data w	hen any condition is met.								
PO Number	is 🗸 681175								
Document Type	is 🗸								
Order Date	is 🗸								
	(example: 27-Sep-2023)								
Buyer	is 🗸								
	Go         Clear         Add Another         Acknowledgement Status ∨         Add								



6.6 Haga clic en el número de PO (orden de compra).

County summature and volume to filter the data that is disclosed in unor results rat					Views
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Show table data when all conditions are met.     B Chaw table data when any condition is mat					
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681175					
Document Type is v					
Order Date is v 📰					
(example: 27-5ep-2023)					
Buyen IS V					
Go Clear Add Another Acknowledgement Status V Add					
Select Order: Acknowledge Request Cancellation Request Changes View Change History					
Select PO Number Rev Operating Unit Document Type Description	Order Date	Buyer Currency	Amount Status	Acknowledge By	Attachments
661175     Q AFL TELE MFG Blanket Agreement Work Instructions for creating B	Blanket Agreement 12-Oct-2023 16:54:57	USD	2000.00 Requires Acknowledgment	26-Oct-2023 00:00:00	

6.7 Seleccione la opción en el menú desplegable de Actions (Acciones) situado en la parte inferior de la página y haga clic en **Go (Ir)**.

Blanket Purchase Agreement: 681175. 0 (Total USD 2000.00)		
Currency=USD		Actions Acknowledge 🗸 Go Export
Order Information		
General	Terms and Conditions	
Total 2000.00 Supplier Supplier Site Address	Pryment Terms Carrier Fr00 CEP Destination Pregist Terms Prepaid Steproip Control	
Buyer	Ship-To Address	
Order Date 12-Oct-2022 16:54:57 Description Work Instructions for creating Blanket Agreement Status Requires Acknowledgment Note to Suppler Operating Unit AFLTELE MFG	Address AFL Telecommunications, LLC 110 Hidden Lake Circle Duncan, SC 29334 Bill-To Address	
Sourcing Document Suppler Order Namber Attachments None	Address AFL TELECOMMUNICATIONS LLC Email To: AFL-TeleAP0opiscan.com	
PO Details		
Show All Details         Hide All Details           Details Line         Type         Item/Job         Supplier Item         Description           H Show 1         Goods         Goods         Goods         Goods         Goods		UOM         Qty         Price         Amount Status         Attachments         Reason           Meter         20         Open
Return to Orders: Purchase Orders		Artions Arknowledge

6.8 Expanda los datos de la línea de envío de la PO como se muestra a continuación.

PO Details						
✓TIP Click on the Show link to v	price break details of a line.					
Show All Hide All						
It	1		Note to	Contractor	Supplier	
Details Line upe Item/Job Ro	sion Supplier Item Description	UOM Qty	Price Amount Delivered Billed Supplier	Name S	Status Global Agreement Config ID	Attachments Reason
Show 1 pods	N N	3- Meter	20	0	Open	
	)					
Additional Change Requests						

PO Details											
PTTP Click on the Show link to view price break details of a line.											
Show All Hide All											
Item	Note to Contractor Supplier										
Details Line Type Item/Job Revision Supplier Item Description	UOM Qty Price Amount Delivered Billed Supplier Name Status Global Agreement Config ID Attachments Reason										
Hide 1 Goods	Meter 20 Open										
Price Breaks											
Ship-To Quantity Quantity Amount Promised Need-By Supplier Shipment Location Ordered Price Received Received Amount Date "New Acknowledged Ship Date Date Order Lin	Discount Start Effective End Effective (%) Date Date Status Attachments Split Reason Action Approval Date Number Date										
No search											
Conducted.											
Additional Change Requests											
Automatical Change Requests											
Wannessed to exclusive encountries of difference to these these basis being severe exclusive encountries are excluded above.											
a you need to source that examples in addition to those that have been source above, you can specify them here Additional Channes	1										
	4										
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Installi to The Andrew Andrew	Lances reject chure order Accept chure offder Printable View Change History Export Submit										



6.9 El acuerdo marco de compra debe aceptarse a nivel del encabezado. Haga clic en Accept Entire Order (Aceptar toda la orden).

DO Dataile		
✓TIP Click on the Show link to view price break details of a line.		
Show All Hide All		
Item Details Line Type Item/Job Revision Supplier Item Description	0M Qty Price Amount Delivered Billed Supplier	Contractor Supplier Name Status Global Agreement Config ID Attachments Reason
Bilds 1 Goods	eter 20	Open
Price Breaks		
Ship-To Quantity Quantity Amount Promised Need-By Supplier Shipment Location Ordered Price Received Amount Data "New Arknowledged Ship Data Data Order L	Discount Start Effective End Effective	Vendor Acknowledged Ship Shipment Tracking Actual Ship hts Solit Reason Action Anomal Date Number Date
ongente control orderer ne receive receive receive receive and the		
Additional Change Requests		
The second to exhault more dynamic in addition to these birth have been exhaulted above uses are exactly them have		
Additional Changes		
Return to View Order Details	Cancel Reject Entire Order	Accept Entire Order Printable View View Change History Export Submit

6.10 Haga clic en **Submit (Enviar)** en la parte inferior de la página.



• Este mensaje aparecerá una vez que el proveedor envíe el cambio.



• Vaya a la pestaña Orders (Órdenes) y Purchase Orders (Órdenes de compra). El número de PO abierta aparecerá en la columna Status (Estado) con el texto Accepted (Aceptado).

View All Purchase Orders V Go. Advanced Search							
Select Order: Acknowledge Request Cancellation Request Changes View Change History							
Order Date	Buyer	Currency	Amoun	Status	Acknowledge By	Attachments	
12-Oct-2023 16:54:57		USD	2000.00	Accepted	26-Oct-2023 00:00:00		
	Order Date 12-Oct-2023 16:54:57	Order Date Buyer 12-Oct-2023 16:54:57	Order Date Buyer Currency 12-0ct-2023 16:54:57 USD	Order Date         Buyer         Currency         Amount           12-Ort-2023 16:54:57         USD         2000.00	Order Date Buyer Currency Amoun Status 12-0-2/22116-54-57UGD 2000.00 Accepted	Order Date         Bayer         Currency         Annor         Status         Acknowledge By 20-0-2021 36-54-57           12-0-0-2021 36-54-57         UKD         2000.0         Accepted         26-0-0-222 00:00:00	

• **NOTA:** El comprador recibirá un mensaje de correo electrónico del proveedor en donde le indica que ha aceptado el acuerdo marco de compra.