

# Requisitos para el usuario final: confirmación inicial de órdenes de compra abiertas

## 1. Objetivo

1.1. El objetivo de este procedimiento es confirmar inicialmente una orden de compra 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 abierta por parte del proveedor y llenar la fecha prometida 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 abierta y llenar la fecha prometida y la fecha de envío confirmada
  - 6.1 El proveedor recibirá un mensaje de correo electrónico del comprador indicando que hay una orden de compra abierta 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> para responder. Haga clic en el enlace para ir a la página de iSupplier.

	Action Required: AFL TELE MFG - Blanket Release 681175-1,0 requires your acceptance Release 681175-1,0 requires your acceptance	
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0	From To Set: 12-0cT-3023 17:20:53 3D 6236477 Please log to AR, iSupplier Portal to review and acknowledge this PO. Note that you will have to acknowledge each PO Shipment Line.	
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- 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)**.

Ξ	AFL	Standard	iSupplier	Responsibility
	Hor	<u>ne Page</u>		

6.4 Haga clic en la pestaña Orders (Órdenes) y haga clic en Multiple PO Change (Cambiar varias PO) y
 View (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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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.

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6.6 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.

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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)

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



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

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# 6.8 Haga clic en Apply (Aplicar)

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La solicitud de cambio se enviará para su aprobación.





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.

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# 6.10 Haga clic en Apply (Aplicar)

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6.11 La solicitud de cambio se enviará para su aprobación.

Supplier Home Orders Shipments Finance Product Administration Assessments Manage Supplier Broker
Purchase Orders Agreements View Requests Purchase History RFQ Deliverables
Orders: Purchase Orders >
() Information
Purchase Order 732572-3 : - Change Request has been submitted for Approval
Change Multiple Purchase Orders

En el caso de un cambio en la **Promise Date (Fecha prometida)** o **Quantity (Cantidad)**, la PO requiere la aprobación del comprador una vez que el proveedor complete los cambios.