

## Requisitos del usuario final: dividir la cantidad de la orden de compra por parte del proveedor

### Confirmación previa para órdenes de compra estándar y abiertas

#### 1. Objetivo

- 1.1. El objetivo de este procedimiento es confirmar inicialmente una orden de compra estándar/abierta en iSupplier y dividir la cantidad (llenar la fecha prometida y la fecha de envío confirmada) 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/abierta por parte del proveedor, dividir la cantidad, llenar la fecha prometida y la fecha de envío confirmada.

#### 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, la fecha de envío confirmada y dividir la cantidad

- 6.1 El proveedor recibirá un mensaje de correo electrónico del 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: **Haga clic aquí para responder**. Haga clic en el enlace para ir a la página de iSupplier.



Action Required: AFL TELE MFG - Standard Purchase Order 681173.0 requires your acceptance Inbox x

Oracle R12 Workflow - AFLPRD <ESR12\_AFLPROJ@aflglobal.com>  
to me, [redacted]

Time Zone (GMT -04:00) Eastern Time

From: [redacted]  
To: [redacted]  
Sent: 12-OCT-2023 12:50:08  
ID: 6236464

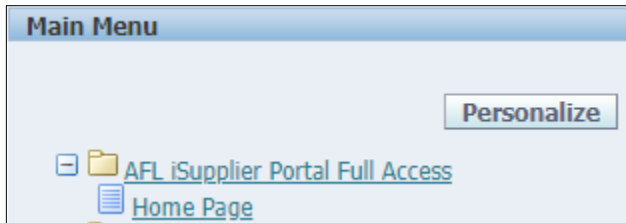
Please log to AFL iSupplier Portal to review and acknowledge this PO.  
Note that you will have to acknowledge each PO Shipment Line.

[Please click here to Respond](#)

2 Attachments - Scanned by Gmail

- Notification Detai...
- PO\_81\_681173\_0...

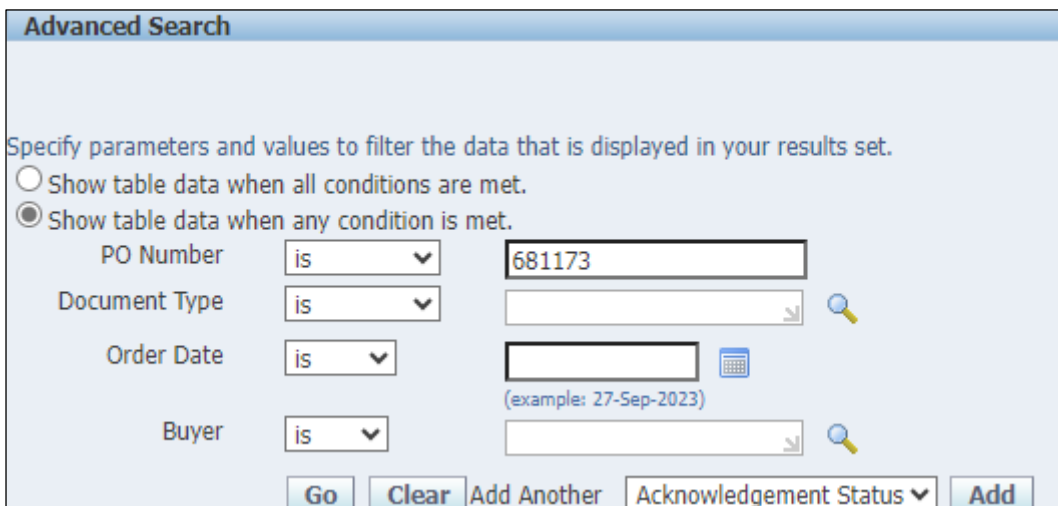
- 6.2 Vaya a la responsabilidad **AFL iSupplier Portal Full Access (Acceso completo al portal de iSupplier de AFL)**.
- 6.3 Haga doble clic en la función **Home Page (Página de inicio)**.



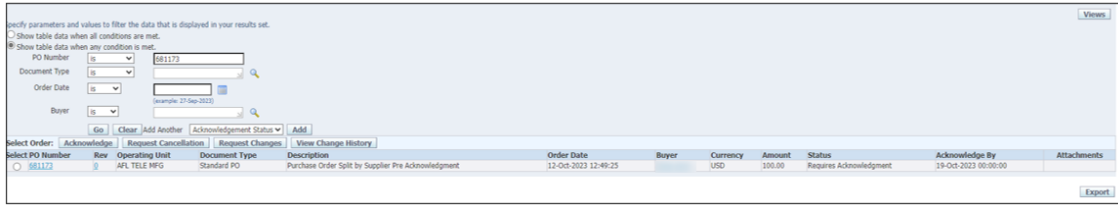
- 6.4 Haga clic en la pestaña **Orders (Órdenes)** y **View (Ver)**, **Purchase Orders (Órdenes de compra)** para **Acknowledge (Confirmar)** o haga clic en **Advanced Search (Búsqueda avanzada)** para buscar un número de PO en particular.



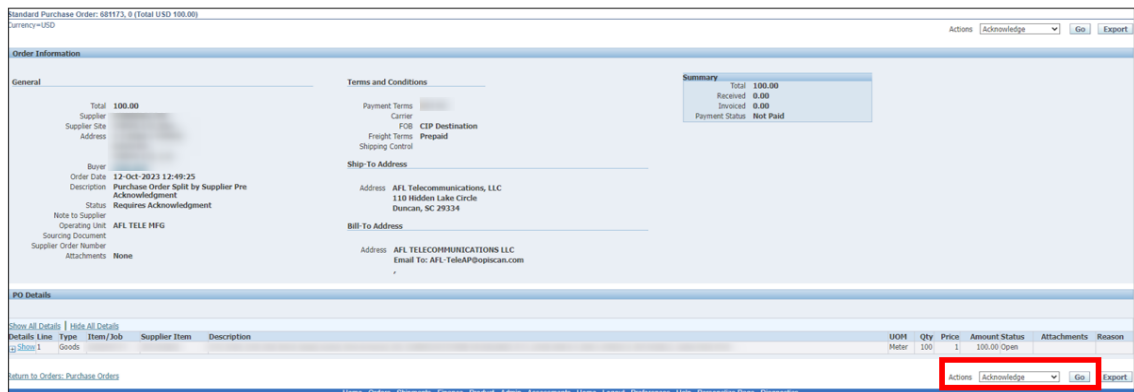
- 6.5 Llene los campos según se requiera y haga clic en el botón **Go (Ir)** para ver los detalles de la orden de compra.



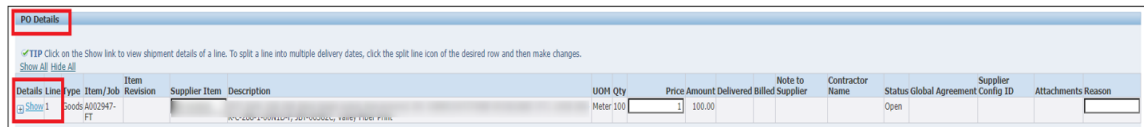
6.6 Seleccione y haga clic en el número de PO (orden de compra).



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

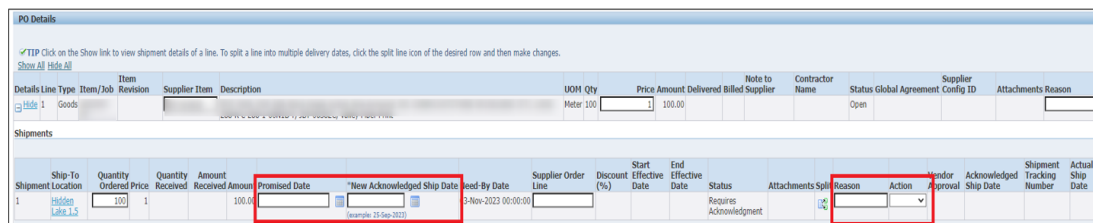


6.8 Expanda los datos de la línea de envío de la PO como se muestra a continuación.



6.9 Ingrese la información del campo **Promised Date (Fecha prometida)** y la **New Acknowledged Ship Date (Nueva fecha de envío confirmada)** (esto es obligatorio debido al tiempo). En la columna Action (Acción), seleccione **Change (Cambiar)** en el menú desplegable e ingrese el motivo en el campo **Reason** al nivel de la línea de envío. **NOTA:** Si hay varias líneas, la información debe llenarse en cada nivel de la línea de envío.

- En este caso, el proveedor deberá dividir la cantidad durante la confirmación inicial (Confirmación previa).





- Haga clic en el icono Split (Dividir) para dividir la cantidad de la línea de envío de la PO.
- Si hay varias líneas de envío de la PO que deben dividirse, se debe seguir el mismo proceso en cada línea haciendo clic en el icono Split (Dividir).

| Details Line | Type  | Item/Job | Revision | Supplier Item | Description | UOH Qty   | Price | Amount Delivered | Billed Supplier | Note to Contractor | Status | Global Agreement | Supplier Config ID | Attachments | Reason |
|--------------|-------|----------|----------|---------------|-------------|-----------|-------|------------------|-----------------|--------------------|--------|------------------|--------------------|-------------|--------|
| 1            | Goods |          |          |               |             | Meter 100 |       | 100.00           |                 |                    | Open   |                  |                    |             |        |

| Shipments | Ship-To Location | Quantity Ordered | Price | Quantity Received | Amount Received | Amount | Promised Date | *New Acknowledged Ship Date | Need-By Date         | Supplier Order Line | Discount (%) | Start Effective Date | End Effective Date | Status                  | Attachments | Split Reason | Action | Vendor Approval | Acknowledged Ship Date | Shipment Tracking Number | Actual Ship Date |  |
|-----------|------------------|------------------|-------|-------------------|-----------------|--------|---------------|-----------------------------|----------------------|---------------------|--------------|----------------------|--------------------|-------------------------|-------------|--------------|--------|-----------------|------------------------|--------------------------|------------------|--|
| 1         | Hidden Lake 1.5  | 100              |       |                   |                 | 100.00 |               |                             | 09-Nov-2023 00:00:00 |                     |              |                      |                    | Requires Acknowledgment |             |              |        |                 |                        |                          |                  |  |

- La cantidad se ha dividido en 70 y 30.

| Details Line | Type  | Item/Job | Revision | Supplier Item | Description | UOH Qty   | Price | Amount Delivered | Billed Supplier | Note to Contractor | Status | Global Agreement | Supplier Config ID | Attachments | Reason |
|--------------|-------|----------|----------|---------------|-------------|-----------|-------|------------------|-----------------|--------------------|--------|------------------|--------------------|-------------|--------|
| 1            | Goods |          |          |               |             | Meter 100 |       | 100.00           |                 |                    | Open   |                  |                    |             |        |

| Shipments | Ship-To Location | Quantity Ordered | Price | Quantity Received | Amount Received | Amount | Promised Date | *New Acknowledged Ship Date | Need-By Date         | Supplier Order Line | Discount (%) | Start Effective Date | End Effective Date | Status                  | Attachments | Split Reason | Action | Vendor Approval | Acknowledged Ship Date | Shipment Tracking Number | Actual Ship Date |  |
|-----------|------------------|------------------|-------|-------------------|-----------------|--------|---------------|-----------------------------|----------------------|---------------------|--------------|----------------------|--------------------|-------------------------|-------------|--------------|--------|-----------------|------------------------|--------------------------|------------------|--|
| 1         | Hidden Lake 1.5  | 70               |       |                   |                 | 100.00 |               |                             | 09-Nov-2023 00:00:00 |                     |              |                      |                    | Requires Acknowledgment |             |              |        |                 |                        |                          |                  |  |
| 2         | Hidden Lake 1.5  | 30               |       |                   |                 |        |               |                             | 09-Nov-2023 00:00:00 |                     |              |                      |                    |                         |             |              |        | No              |                        |                          |                  |  |

6.10 Ingrese los datos de todos los campos obligatorios, como **Promised Date (Fecha prometida)**, **New Acknowledged Ship Date (Nueva fecha de envío confirmada)**, **Action (Acción)** y **Reason (Motivo)**. Luego haga clic en el botón **Submit (Enviar)**.

| Details Line | Type  | Item/Job | Revision | Supplier Item | Description | UOH Qty   | Price | Amount Delivered | Billed Supplier | Note to Contractor | Status | Global Agreement | Supplier Config ID | Attachments | Reason |
|--------------|-------|----------|----------|---------------|-------------|-----------|-------|------------------|-----------------|--------------------|--------|------------------|--------------------|-------------|--------|
| 1            | Goods |          |          |               |             | Meter 100 |       | 100.00           |                 |                    | Open   |                  |                    |             |        |

| Shipments | Ship-To Location | Quantity Ordered | Price | Quantity Received | Amount Received | Amount | Promised Date       | *New Acknowledged Ship Date | Need-By Date         | Supplier Order Line | Discount (%) | Start Effective Date | End Effective Date | Status                  | Attachments | Split Reason | Action         | Vendor Approval | Acknowledged Ship Date | Shipment Tracking Number | Actual Ship Date |  |
|-----------|------------------|------------------|-------|-------------------|-----------------|--------|---------------------|-----------------------------|----------------------|---------------------|--------------|----------------------|--------------------|-------------------------|-------------|--------------|----------------|-----------------|------------------------|--------------------------|------------------|--|
| 1         | Hidden Lake 1.5  | 70               |       |                   |                 | 100.00 | 09-Nov-2023 13:18:3 | 08-Nov-2023                 | 09-Nov-2023 00:00:00 |                     |              |                      |                    | Requires Acknowledgment |             |              | Split Shipment | Change          |                        |                          |                  |  |
| 2         | Hidden Lake 1.5  | 30               |       |                   |                 |        | 23-Nov-2023 13:18:3 | 15-Nov-2023                 | 09-Nov-2023 00:00:00 |                     |              |                      |                    |                         |             |              | Late Shipment  |                 |                        |                          |                  |  |

- La confirmación inicial por parte del proveedor ahora está completa.
- Este mensaje aparecerá una vez que el proveedor envíe el cambio.

**Change Order Confirmation**

Change Request for Purchase Order 681173 has been submitted for approval.

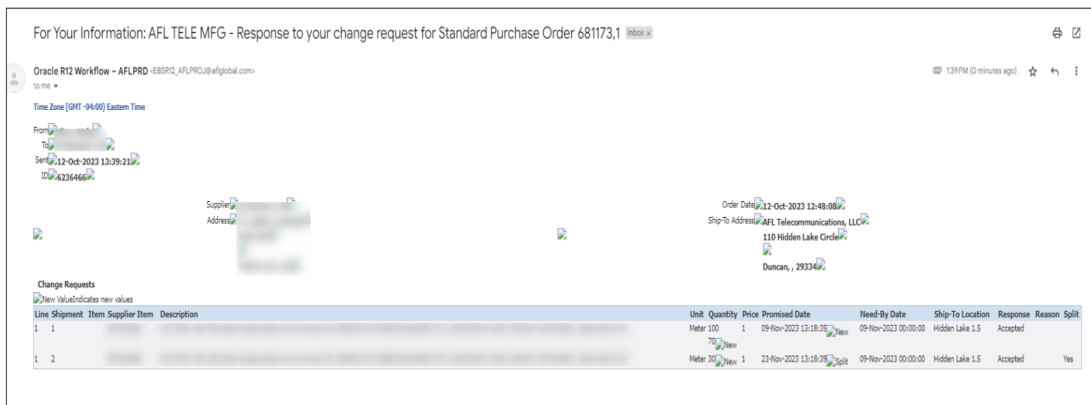
- Vaya a la pestaña **Orders (Órdenes)** y **Purchase Orders (Órdenes de compra)**. El número de PO (orden de compra) aparecerá en la columna Status (Estado) con el aviso **Supplier Change Pending (Cambio del proveedor pendiente)**, en espera de la aprobación del comprador.



| Select PO Number | Rev | Operating Unit | Document Type | Description   | Order Date           | Buyer | Currency | Amount | Status                  | Acknowledge By       | Attachments |
|------------------|-----|----------------|---------------|---|----------------------|-------|----------|--------|-------------------------|----------------------|-------------|
| 681173           | 1   | AFL TELE MFG   | Standard PO   | Purchase Order Split by Supplier Pre Acknowledgment | 12-Oct-2023 12:49:25 |       | USD      | 100.00 | Supplier Change Pending | 19-Oct-2023 00:00:00 |             |

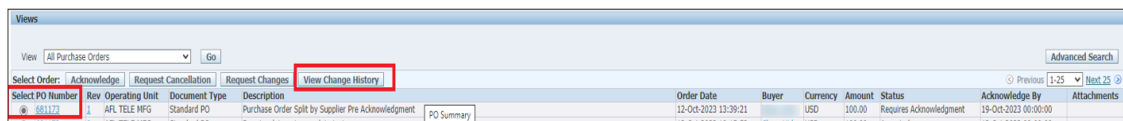
- **NOTA:** En el proceso de confirmación del comprador, la **aprobación de los cambios en la cantidad dividida** debe completarse antes de que el proveedor pueda tomar los siguientes pasos.

6.11 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.

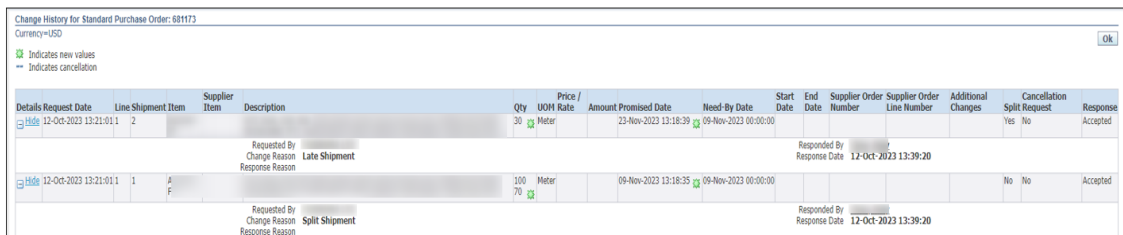


| Line | Shipment | Item | Supplier Item | Description | Unit  | Quantity | Price | Promised Date        | Need-By Date         | Ship-To Location | Response | Reason | Split |
|------|----------|------|---------------|-------------|-------|----------|-------|----------------------|----------------------|------------------|----------|--------|-------|
| 1    |          | 1    |               |             | Meter | 100      | 1     | 09-Nov-2023 13:18:35 | 09-Nov-2023 00:00:00 | Hidden Lake 1.5  | Accepted |        |       |
| 1    |          | 2    |               |             | Meter | 70       | 1     | 12-Nov-2023 13:18:35 | 09-Nov-2023 00:00:00 | Hidden Lake 1.5  | Accepted |        | Yes   |

- 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)**.

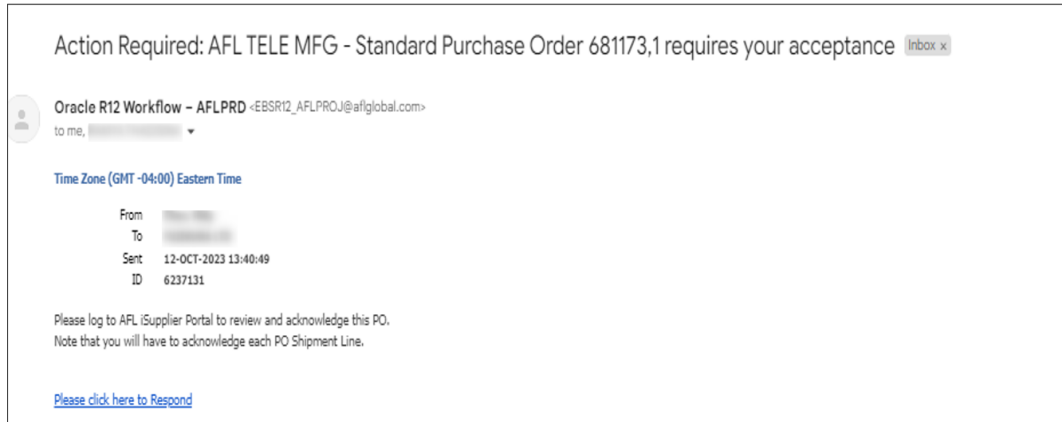


| Select PO Number | Rev | Operating Unit | Document Type | Description   | Order Date           | Buyer | Currency | Amount | Status                  | Acknowledge By       | Attachments |
|------------------|-----|----------------|---------------|---|----------------------|-------|----------|--------|-------------------------|----------------------|-------------|
| 681173           | 1   | AFL TELE MFG   | Standard PO   | Purchase Order Split by Supplier Pre Acknowledgment | 12-Oct-2023 13:39:21 |       | USD      | 100.00 | Requires Acknowledgment | 19-Oct-2023 00:00:00 |             |

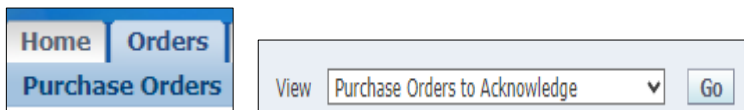


| Details Request Date   | Line | Shipment | Item | Supplier Item | Description    | Qty | UOH Rate | Amount | Promised Date        | Need-By Date         | Start Date | End Date | Supplier Order Number | Supplier Order Line Number | Additional Changes | Cancellation Split Request | Response |          |
|------------------------|------|----------|------|---------------|----------------|-----|----------|--------|----------------------|----------------------|------------|----------|-----------------------|----------------------------|--------------------|----------------------------|----------|----------|
| 12-Oct-2023 13:21:01.1 | 2    |          |      |               | Late Shipment  | 30  | 33       |        | 23-Nov-2023 13:18:39 | 09-Nov-2023 00:00:00 |            |          |                       |                            |                    | Yes                        | No       | Accepted |
| 12-Oct-2023 13:21:01.1 | 1    |          |      |               | Split Shipment | 70  | 33       |        | 09-Nov-2023 13:18:35 | 09-Nov-2023 00:00:00 |            |          |                       |                            |                    | No                         | No       | Accepted |

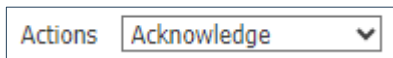
- El proveedor recibirá otro mensaje de correo electrónico para **aceptar** el cambio.
- **NOTA:** Esta confirmación adicional es únicamente para AFL Tele. Para todas las demás unidades operativas, después de que el comprador lo apruebe, esta es la confirmación final si el proveedor no hace más cambios.



- 6.12 Haga clic en el enlace que se incluye en el mensaje de correo electrónico e inicie sesión en el portal. Vaya a **AFL iSupplier Portal Full Access (Acceso completo al portal de iSupplier de AFL), Home Page (Página de inicio)**. Luego haga clic en **Advanced Search (Búsqueda avanzada)** o **View (Vista)**.



- Seleccione y haga clic en el número de PO. En la sección **Actions (Acciones)**, seleccione **Acknowledge (Confirmar)** en el menú desplegable y haga clic en **Go (Ir)**.



- Vaya a **PO Details (Detalles de la orden de compra)** y haga clic en el icono **+** para expandir la orden de compra.

PO Details

TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All Hide All

| Details Line | Type  | Item            | Job | Revision | Supplier Item | Description | UOH Qty | Price | Amount | Delivered | Billed | Supplier | Note to Contractor | Name | Status | Global Agreement | Config ID | Supplier | Attachments | Reason |
|--------------|-------|-----------------|-----|----------|---------------|-------------|---------|-------|--------|-----------|--------|----------|--------------------|------|--------|------------------|-----------|----------|-------------|--------|
| 1            | Goods | Hidden Lake 1.5 |     |          |               |             | Meter   | 100   |        |           |        |          |                    |      | Open   |                  |           |          |             |        |

PO Details

TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All Hide All

| Details Line | Type  | Item            | Job | Revision | Supplier Item | Description | UOH Qty | Price | Amount | Delivered | Billed | Supplier | Note to Contractor | Name | Status | Global Agreement | Config ID | Supplier | Attachments | Reason |
|--------------|-------|-----------------|-----|----------|---------------|-------------|---------|-------|--------|-----------|--------|----------|--------------------|------|--------|------------------|-----------|----------|-------------|--------|
| 1            | Goods | Hidden Lake 1.5 |     |          |               |             | Meter   | 100   |        |           |        |          |                    |      | Open   |                  |           |          |             |        |

Shipments

| Shipment | Ship-To Location | Quantity Ordered | Quantity Received | Amount Received | Amount Promised | Date                | *New Acknowledged Ship Date | Need-By Date         | Supplier Order Line | Discount (%) | Start Effective Date | End Effective Date | Status                  | Attachments | Split Reason | Action | Vendor Approval | Acknowledged Ship Date | Shipment Tracking Number | Actual Ship Date |
|----------|------------------|------------------|-------------------|-----------------|-----------------|---------------------|-----------------------------|----------------------|---------------------|--------------|----------------------|--------------------|-------------------------|-------------|--------------|--------|-----------------|------------------------|--------------------------|------------------|
| 1        | Hidden Lake 1.5  | 20               | 1                 |                 | 70.00           | 09-Nov-2023 13:18:3 |                             | 09-Nov-2023 00:00:00 |                     |              |                      |                    | Requires Acknowledgment |             |              |        |                 | 08-Nov-2023            |                          |                  |
| 2        | Hidden Lake 1.5  | 30               | 1                 |                 | 30.00           | 13-Nov-2023 13:18:3 |                             | 09-Nov-2023 00:00:00 |                     |              |                      |                    | Requires Acknowledgment |             |              |        |                 | 15-Nov-2023            |                          |                  |

Additional Change Requests

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

Additional Changes

Return to View Order Details

Cancel Reject Entire Order **Accept Entire Order** Printable View View Change History Export Submit

- Si hay cambios, se debe seleccionar la acción **Accept/Change Reason (Aceptar/cambiar motivo)** para cada línea de envío.
- En la columna **Action (Acción)**, seleccione **Accept (Aceptar)** en el menú desplegable. Después haga clic en **Submit (Enviar)**.

PO Details

TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All Hide All

| Details Line | Type  | Item            | Job | Revision | Supplier Item | Description | UOH Qty | Price | Amount | Delivered | Billed | Supplier | Note to Contractor | Name | Status | Global Agreement | Config ID | Supplier | Attachments | Reason |
|--------------|-------|-----------------|-----|----------|---------------|-------------|---------|-------|--------|-----------|--------|----------|--------------------|------|--------|------------------|-----------|----------|-------------|--------|
| 1            | Goods | Hidden Lake 1.5 |     |          |               |             | Meter   | 100   |        |           |        |          |                    |      | Open   |                  |           |          |             |        |

Shipments

| Shipment | Ship-To Location | Quantity Ordered | Quantity Received | Amount Received | Amount Promised | Date                | *New Acknowledged Ship Date | Need-By Date         | Supplier Order Line | Discount (%) | Start Effective Date | End Effective Date | Status                  | Attachments | Split Reason | Action | Vendor Approval | Acknowledged Ship Date | Shipment Tracking Number | Actual Ship Date |
|----------|------------------|------------------|-------------------|-----------------|-----------------|---------------------|-----------------------------|----------------------|---------------------|--------------|----------------------|--------------------|-------------------------|-------------|--------------|--------|-----------------|------------------------|--------------------------|------------------|
| 1        | Hidden Lake 1.5  | 20               | 1                 |                 | 70.00           | 09-Nov-2023 13:18:3 |                             | 09-Nov-2023 00:00:00 |                     |              |                      |                    | Requires Acknowledgment |             |              | Accept |                 | 08-Nov-2023            |                          |                  |
| 2        | Hidden Lake 1.5  | 30               | 1                 |                 | 30.00           | 13-Nov-2023 13:18:3 |                             | 09-Nov-2023 00:00:00 |                     |              |                      |                    | Requires Acknowledgment | Shipments   |              | Accept |                 | 15-Nov-2023            |                          |                  |

- Se mostrará este mensaje.

**PO Acknowledgment Confirmation**

**Purchase Order 681173 has been Acknowledged.**

- **NOTA:** El comprador recibirá un mensaje de correo electrónico del proveedor indicando que ha aceptado la orden de compra.
- Confirme que se hayan llenado los campos **Vendor Approval (Aprobación del proveedor)** y **Acknowledged Ship Date (Fecha de envío confirmada)**.





Responsabilidades del proveedor de

| Shipment | Ship-To Location | Qty     |          | Amount  |          | Invoiced Promised Date | Need-By Date         | Payment Status | Status   | Supplier Line | Split Reason | Attachments | Vendor Approval | Acknowledged Ship Date | Shipment Tracking Number | Actual Ship Date |
|----------|------------------|---------|----------|---------|----------|------------------------|----------------------|----------------|----------|---------------|--------------|-------------|-----------------|------------------------|--------------------------|------------------|
|          |                  | Ordered | Received | Ordered | Received |                        |                      |                |          |               |              |             |                 |                        |                          |                  |
| 1        | Hidden Lake 1.3  | 70      |          | 70.00   |          | 09-Nov-2023 13:18:35   | 09-Nov-2023 00:00:00 |                | Accepted |               |              |             | Yes             | 08-Nov-2023            |                          |                  |
| 2        | Hidden Lake 1.3  | 30      |          | 30.00   |          | 23-Nov-2023 13:18:39   | 09-Nov-2023 00:00:00 |                | Accepted |               |              |             | Yes             | 15-Nov-2023            |                          |                  |