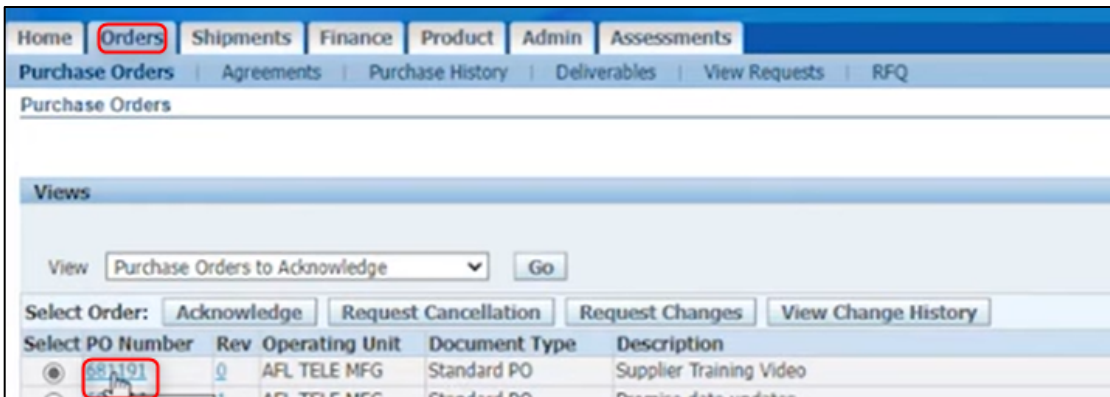
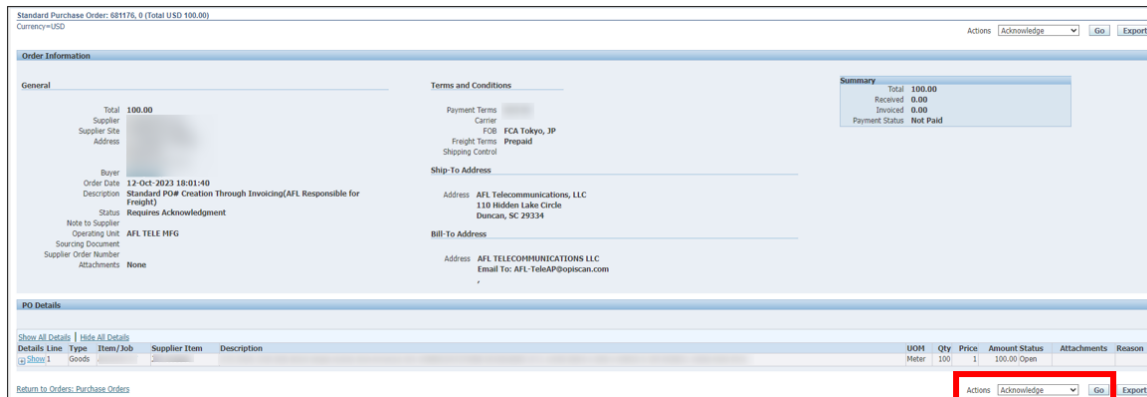


Avoiding Errors When Entering Promise and New Acknowledged Ship Dates

1. Log into the **AFL iSupplier Portal**.
2. **Click** on the Orders Tab.
3. Select the PO Number



4. Select **Acknowledge** from the Actions drop-down menu at the bottom of the page and click Go.



5. To avoid errors when entering Promise and New Acknowledgment Ship dates the following must be done for single and multi-line POs:
 - a. Click **Show All**
 - b. Enter Promise Date
 - c. Enter New Acknowledged Ship Date
 - d. Reason – Enter a reason, i.e.- “change”
 - e. Action – Select **“Change”** – DO NOT select “Accept” -Since dates are updated this is considered a **Change** in iSupplier.

NOTE: For multi-line POs – Repeat Steps 2-5

 - f. Select **Submit**

