

## 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

Home Orders Shipments Finance Product Admin Assessments					
Purchase Orders   Agreements   Purchase History   Deliverables   View Requests   RFQ					
Purchase Orders					
Views					
View Purchase Orders to Acknowledge 🗸 Go					
Cale & Orders Advandadas Descure Concellation Descure Channes Uters Observe Uters					
Select Order: Acknowledge Request Cancellation Request Changes View Change History					
Select PO Number	Rev Operating Unit	Document Type	Description		
681191	Q AFL TELE MFG	Standard PO	Supplier Training Video		
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4. Select **Acknowledge** from the Actions drop-down menu at the bottom of the page and click Go.

Standard Purchase Order: 681176, 0 (Total USD 100.00)		
Currency=USD		Actions Acknowledge  Go Export
Order Information		
General Total 100.00 Sopher Sta Address Bayer Over Data 12-Oct-3223 18:01:40 Charlos 12-Oct-322 Charlos 12-Oct-322 Char	Terms and Conditions Payment Terms Carrier FOB FCK Tokyo, JP Fregist Terms Prepaid Steppe Control Steppe To Address Address ARL Freedominications, LLC ID Holden Lake Circle Duraca, SC 20334 Bill-To Address Address ARL Freedominications, LLC Family Tex ARL Transactions Control	Summary Total 100.00 Received 0.00 Payment Status Hot Paul
P0 Details Storr AI Details Hole AI Details Details Line Type Tem/260 Supplier Tem Description Colom: 1 Good Description		U0H Qty Price Amount Status Attachments Reason Meter 100 1 100.00 Open
Return to Orders: Purchase Orders		Actions (Acknowledge v) Go Export



- 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

