



End User Requirements – Standard Purchase Order Acknowledgement through Invoicing (AFL Responsible for Freight) – Acknowledgment through Multi PO Number Option

1. Purpose

1.1. The purpose of this procedure is to Acknowledge a Standard Purchase Order in iSupplier by the Supplier, populate the Promise Date and Acknowledge Ship Date and Create ASN, View Receipts, and View Invoices.

2. Scope

2.1. This procedure applies to all Suppliers at AFL, Hyperscale North America, and Australia.

3. Responsibility

3.1. This document will be maintained, reviewed, and updated by the Supplier or their designee at AFL in North America.

4. Overview

4.1 This procedure provides steps and screenshots to Acknowledge a Standard Purchase Order by Supplier and populate Promise Date and Acknowledge Ship Date by Supplier.

5. Requirements

- 5.1 Users must have necessary Oracle responsibilities and security assigned to them to complete the following steps.
- 6. Procedure Acknowledge a Standard Purchase Order and Populate Promise date and Acknowledge Ship Date
 - 6.1 Supplier will Receive an email from Buyer saying there is a Standard Purchase Order that requires acknowledgement.
 - Supplier will receive an email with Action Required in the subject line. There will be a link in the message to <u>Please click here to Respond</u>. Click the link to go to the iSupplier page.

	Action Required: AFL TELE MFG - Standard Purchase Order 681176,0 requires your acceptance Reserves	
-	Oracle R12 Workflow - AFLPRD <ebsr12_aflproj@aflglobal.com> to me,</ebsr12_aflproj@aflglobal.com>	
	Time Zone (GMT -04:00) Eastern Time	
	From To To 5 Set to: 12-0CT-2023 18:02:11 ID 6236482 Please log to AFL (Suppler Portal to review and acknowledge this PO.	
I	Note that you will have to acknowledge each PO Shipment Line.	
	2 Attachments • Scanned by Gmail ()	·
	Notification Detai PO_81_681176_0 PO_81_681176_0	



- 6.2 Once logged in, navigate to the **AFL Standard iSupplier Responsibility** section.
- 6.3 Double click the Home Page function.



6.4 Click on the **Orders** tab and click on **Multi PO Change** and **View**, **Purchase Orders** to **Acknowledge** or click on **Advanced Search** to search for particular PO#.

Home Orders Shipme	ents Finance Product Admin Assessments					
Purchase Orders Agre	ements Purchase History Deliverables View	Requests REQ				
Purchase Orders						
Purchase Ordera						
						Multiple PO Change Export
Personalize Stack Layout: (Su	upplierRN)					
					🛱 Navigator 🔻 🍙 Favorites 🔻	Home Logout Preferences Help
Home Orders ipme	ents Finance Product Admin Assessments					
nome orders a spine		,				
per	✓ Go					
A Warning						
Low-level Diagnostic Log	ging is turned on. This may temporarily reduce performa	nce.				
Notifications					Planning	
Notifications	;				Orders	
			Full List		Agreements	
Subject	dard Purchase Order 681098.0 requires your acceptance			Date 06-Sep-2023 17:28:23	Purchase Orders	
APL TELE MPG - Stan	dard Purchase Order 681096.0 redures your acceptance dard Purchase Order 681094.2 requires your acceptance			06-Sep-2023 17:28:23 06-Sep-2023 12:08:48	Purchase History	
	ket Release 681082-3,1 requires your acceptance			01-Sep-2023 12:06:46 01-Sep-2023 14:53:50	Shipments	
	ket Release 681082-1.1 requires your acceptance			01-Sep-2023 14:42:18	Delivery Schedules Overdue Receipts	
AFL TELE MEG - Stan	dard Purchase Order 681077.4 requires your acceptance			01-Sep-2023 14:25:18	Overdue Receipts Advance Shipment Notices	
					Receipts	
-					Receipts	
Orders At A	Classes				- Returns	
CE Orders AL A	Giande		Full List		On-Time Performance	
			Full List	Order Date	Invoices	
PO Number	Description Standard PO# Creation Through Invoicing(AFL Res				Invoices	
681098 681097	Standard PO# Creation Through Invoicing(APL Res SR# Testing without personalizations	ponsible for meight)		06-Sep-2023 17:28:04 06-Sep-2023 14:54:46	Payments	
681095	Drop Ship PO For new changes			06-Sep-2023 14:34:46 06-Sep-2023 13:26:37	Payments	
681095	DROP SHIP PO new changes			06-Sep-2023 13:26:34		
681094	SR# Testing without personalizations			06-Sep-2023 12:07:56		
Shipments A	M & Glance					
-c> _ompinano A	a a dance		Full List			
Shipment Number		Packing Slip	Shipment Date			
ASN allowing		racking sig	05-Sep-2023 12:19:48			
ASNTEST CRP10110			30-Aug-2023 10:56:07			
ASN101CRP190			30-Aug-2023 10:50:05			
ASNBLAN 112			23-Aug-2023 11:40:00			
DROPSHIPASN 108			23-Aug-2023 09:54:19			

6.5 Complete the fields as required and click the **Go** button to display the PO Details.

Change Multiple Purchase Orders			
	Cancel	Apply	Export
Lines Shipments			
Besonalize Stack Lavuit. (ChanpishicContainer)			
Advanced Search			
Promotion: Advanced Search: Proceeding data when any catching in mat. Observable data when any catching in mat. Pol Nuclei data when any catching in ma			Views
Default Values	-		
Promoted Date Promoted Date Promoted Date Promoted Date Promoted Date Promoted Date Proc			
Persealar Tro Strement' Select Stipments: Apply Default Values	O Previous	1-25 ¥	<u>Next 25</u> (2)

Or click on View Shipments Requiring Acknowledgment and then click Go.

Change Multiple Purchase Orders	
Car	ncel Apply Export
Uner Shipments	
Personalize Stark Liveot: (ChangesSigContainer)	
Views	
New Copynets Require Advandedgement V 60	Advanced Search
Default Values	
✓TIP You can apply default values to selected rows Promised Date Reason Quartity Ordered Action Proc Action	
Personalite '10 Sejomets' Select Shipments: Apply Default Values	



iSupplier – Supplier Responsibilities

6.6 Click on Select All.

Percentles "Advances Sarch" Percentles Advances Sarch" Modernton Percentles Advances Sarch (Statkdycht)	ws
Show table data when all conditions are met,	
O show table data when any condition is met.	
PO Number is 🗸 594514	
(earpie: 25 ian-2004)	
Buyer is v	
Promised Date E v	
Go Clear Add Another Buyer V Add	
Default Values	
	_
IFTIP You can apply default values to selected rows	
Promised Date Reason	
Quantity Ordered Action	
Price	
Peronaize 'PO Shomertz'	
Select Shipments: Apply Default Values	_
Select All Select None	

6.7 To mass update, select the **Promised Date**, **Reason** and **Action**.

	_
Personalità Advanced Saacht [®] (PoleAdSch)	/iews
Show table data when all conditions are met.	icito
O Show table data when any condition is met.	
PO Number is V 604614	
Order Date is in the second se	
Burer is v is a construction of the constructi	
Promised Date is 🗸	
Go. Clear jdd Another Doyer V Add	
Default Values	
WTIP You can apply default values to selected rows	
Promised Date 06-Mar-2024 12:18:24	
quanty order of	
Price	
Personalize "PO Shipments"	
Select Shipments: Apply Default Values	

- 6.8 Enter the **Promised Date**. In the **Action** menu, select **Change** from the drop-down menu and enter the **Reason** at shipment line level.
- 6.9 Click on **Apply Default Values** to populate values for all shipment lines.

- De	fault Va	alues																						
⊘ m	P You ca	n appi	ily default	values to selected (ows	Promised Date 08-Mar-2024 12 Quantity Ordered Price	:18:24												thange Thange 💙					
Select	Shipm	ents:	Аррту	oefault Values																				
	Al Sel PO Numbe			ent Order Date 🔻	Type Item/Ja	ob Description		Location	Promised Date	Need-By Date	UOM	Ordered Received Pr	rice A	umount	Supplier Order	Status	Attachments !	Split I	Reason	Actions	Vendor Approval	Acknowledged Ship Date	Shipment Tracking Number	Actual Ship Date
	694614	1	1	05-Feb-2024 13:59:02	Goods		1	Hidden Jake 1.5	08-Mar-2024 00:00:0	08-Mar- 2024 00:00:00	Meter	10	1	10.00		Requires Acknowledgment		cg [Change [Change 🛩				
	694614	2	1	05-Feb-2024 13:59:02	Goods		1	lidden Jake 1.5	08-Mar-2024 00:00:0	08-Mar- 2024 00:00:00	Meter	20	1	20.00		Requires Acknowledgment		es [Change	Change 🛩				
	694614	3	1	05-Feb-2024 13:59:02	Goods		1	ildden Jake 1.5	08-Mar-2024 00:00:0	08-Mar- 2024 00:00:00	Meter	30	1	30.00		Requires Acknowledgment		eg [Change [Change 🛩				
	694614	4	1	05-Feb-2024 13:59:02	Goods		9	Hidden Lake 1.5	08-Mar-2024 00:00:0	08-Mar- 2024 00:00:00	Meter	40	1	40.00		Requires Acknowledgment		c: [Change [Change 🛩				
	<u>694614</u>	5	1	05-Feb-2024 13:59:02	Goods		7	<u>iidden</u> Jake 1.5	08-Mar-2024 00:00:0	16-Feb- 2024 00:00:00	Meter	50	1	50.00		Requires Acknowledgment		eg [Change	Change 🛩				
	<u>694614</u>	6	1	05-Feb-2024 13:59:02	Goods		7	Hidden Jake 1.5	08-Mar-2024 00:00:0	23-Feb- 2024 00:00:00	Meter	60	1	60.00		Requires Acknowledgment		eg [Change [Change 🛩				
	<u>694614</u>	7	1	05-Feb-2024 13:59:02	Goods		1	Hidden Jake 1.5	08-Mar-2024 00:00:0	08-Mar- 2024 00:00:00	Meter	70	1	70.00		Requires Acknowledgment		eg [Change [Change 🛩				
	694614	8	1	05-Feb-2024 13:59:02	Goods		•	ildden Jake 1.5	08-Mar-2024 00:00:0	08-Mar- 2024 00:00:00	Meter	80	1	80.00		Requires Acknowledgment		es (Change	Change 🛩				
	694614	9	1	05-Feb-2024 13:59:02	Goods		•	Hidden Jake 1.5	08-Mar-2024 00:00:0	08-Mar- 2024 00:00:00	Meter	90	1	90.00		Requires Acknowledgment		eg [Change [Change 🛩				
	<u>694614</u>	10	1	05-Feb-2024 13:59:02	Goods		- }	Hidden Lake 1.5	08-Mar-2024 00:00:0	08-Mar- 2024	Meter	10	1	10.00		Requires Acknowledgment		C) (2	Change	Change 🛩				





6.10 Click on Apply.

				ault Values																	
Select.	All Sek	ect None																		Shipment	Actua
Select	PO Numbe	r Line 2	Shipment	Order Date 🔻	Type Item/Job Description	Location	Promised Date	Need-By Date	иом	Ordered Rece	eived Price	Amoun	Supplier Order	Status	Attachments Sp	lit Reason	Actions	Vendor	Acknowledged Ship Date	Tracking	Ship Date
	694614			05-Feb-2024 13:59:02	Goods A F				Meter	10	1	10.00		Requires Acknowledgment		Change	Change 🗸				
	<u>694614</u>	2 1	l	05-Feb-2024 13:59:02	Goods # F	Hidden Lake 1.5	08-Mar-2024 00:00:0	08-Mar- 2024 00:00:00	Meter	20	1	20.00		Requires Acknowledgment	C.	Change	Change 🗸	1			
	694614	3 1	l	05-Feb-2024 13:59:02	Goods A F	Hidden Lake 1.5	08-Mar-2024 00:00:0	08-Mar- 2024 00:00:00	Meter	30	1	30.00		Requires Acknowledgment	C.	Change	Change 🛩	1			
	<u>694614</u>	4 1	1	05-Feb-2024 13:59:02	Goods / F	Hidden Lake 1.5	08-Mar-2024 00:00:0	08-Mar- 2024 00:00:00	Meter	40	1	40.00		Requires Acknowledgment	C.	Change	Change 🗸	1			
	694614	5 1	l	05-Feb-2024 13:59:02	Goods #	Hidden Lake 1.5	08-Mar-2024 00:00:0	16-Feb- 2024 00:00:00	Meter	50	1	50.00		Requires Acknowledgment	C.	Change	Change ~	1			
	<u>694614</u>	6 1	l	05-Feb-2024 13:59:02	Goods / F	Hidden Lake 1.5	08-Mar-2024 00:00:0	23-Feb- 2024 00:00:00	Meter	60	1	60.00		Requires Acknowledgment	C.	Change	Change 🗸	1			
	694614	7 1	l	05-Feb-2024 13:59:02	Goods # F	Hidden Lake 1.5	08-Mar-2024 00:00:0	08-Mar- 2024 00:00:00	Meter	70	1	70.0		Requires Acknowledgment	C.	Change	Change 🗸	1			
	<u>694614</u>	8 1	1	05-Feb-2024 13:59:02	Goods / F	Hidden Lake 1.5	08-Mar-2024 00:00:0	08-Mar- 2024 00:00:00	Meter	80	1	80.00		Requires Acknowledgment	e	Change	Change 🗸	1			
	<u>694614</u>	9 1	1	05-Feb-2024 13:59:02	Goods /	Hidden Lake 1.5	08-Mar-2024 00:00:0	08-Mar- 2024 00:00:00	Meter	90	1	90.00		Requires Acknowledgment	c	Change	Change 🗸]			
	<u>694614</u>	10 1	1	05-Feb-2024 13:59:02	Goods /	Hidden Lake 1.5	08-Mar-2024 00:00:0	08-Mar- 2024 00:00:00	Meter	10	1	10.0		Requires Acknowledgment	s	Change	Change 🗸]			

6.11 This message will be displayed.

(1) Information	
Purchase Order 694614 : - Change Request has been submitted for Approval	

6.12 To use the Multi PO option if the price needs to be updated for all the PO lines, the first PO number should be acknowledged using the steps above. The buyer needs to acknowledge it to allow the price to be updated.

Click on the Lines tab and enter the PO Number. Then click Go.

Change Multiple Purchase Orders
Lines Shipments
Personalize Stack Layout: (ChangeLineContainer)
Advanced Search
Personalize "Advanced Search" Personalize Advanced Search: (LinesAdvSrch) Show table data when all conditions are met. Show table data when any condition is met. PO Number is is Order Date is
Buyer is
Item is 🗸
Go Clear Add Another Buyer ✓ Add



6.13 Click on Select All.

elect Lin	es: Ap	pply Defa	ult Value	s											
elect All	Select I	None													
PO elect Nur		Line Buy	er	Order Date 🔻	Type Item/Job Description		UOM	Qty Currency	Price A	Amount Supplier Ite		Su obal Agreement ID	pplier Config	Attachments	Reason
694	617	1		05-Feb-2024 14:18:36	Goods	 	Meter	10 USD	1		Open				
694	617	2		05-Feb-2024 14:18:36	Goods		Meter	20 USD	1		Open				
694	617	3		05-Feb-2024 14:18:36	Goods		Meter	30 USD	1		Open				
694	617	4		05-Feb-2024 14:18:35	Goods		Meter	40 USD	1		Open				
694	617	10		05-Feb-2024 14:18:36	Goods		Meter	10 USD	1		Open				
694	617	6		05-Feb-2024 14:18:36	Goods		Meter	60 USD	1		Open				
694	617	7		05-Feb-2024 14:18:36	Goods		Meter	70 USD	1		Open				
☑ 694	617	8		05-Feb-2024 14:18:36	Goods		Meter	80 USD	1		Open				
694	617	9		05-Feb-2024 14:18:36	Goods		Meter	90 USD	1		Open				
694	617	5		05-Feb-2024 14:18:35	Goods		Meter	50 USD	1	50.00	Open				

6.14 Select **Price Change** as the **Reason** for the change. Then click on **Apply Default Values**.

Advanced Search	h							
Show table date	ced Search: (Lines? ta when all condition ta when any condition is v is v is v	ons are met.						
Default Value	к							
	oply default values t ool oply Default Valu		Price Supplier Item	3			Price change	Supplier Config
elect Number	Line Buyer	Order Date 🔻	Type Item/Job Description		UOM Qty Currency		tem Status Global Agreement I	D Attachments Reason
694617	1	05-Feb-2024 14:18:36	Goods		Meter 10 USD	1 10.00	Open	
694617	2	05-Feb-2024 14:18:36	Goods		Meter 20 USD	1 20.00	Open	
69461Z	3	05-Feb-2024 14:18:36	Goods		Meter 30 USD	1 30.00] Open	
G 694617	4	05-Feb-2024 14:18:36	Goods		Meter 40 USD	1 40.00	Open	
694617	10	05-Feb-2024 14:18:36	Goods		Meter 10 USD	1 10.00	Open	
694617	6	05-Feb-2024 14:18:36	Goods		Meter 60 USD	1 60.00	Open	
694617	7	05-Feb-2024 14:18:36	Goods		Meter 70 USD	1 70.00	Open	
694617	8	05-Feb-2024 14:18:36	Goods		Meter 80 USD	1 80.00	Open	
	9	05-Feb-2024 14:18:36	Goods		Meter 90 USD	1 90.00	Open	
694617	5	05-Feb-2024 14:18:36	Goods		Meter 50 USD	1 50.00	Open	
select Lines: Ap	pply Default Valu	es						
								Cancel Apply Expo

6.15 Price will be updated to all the selected lines.

 Default Valu 					
TIP You can a	pply default value	es to selected rows	Price 3 Supplier Item	,	Reason Price change
Personalize "PO Lin					
Select Lines: 1		alues			
Select All Select PO	None				Supplier Config
Select Number	Line Buyer	Order Date 🜱	Type Item/Job Description		upplier Item Status Global Agreement ID Attachments Reason
☑ 694617	1	05-Feb-2024 14:18:36	Goods	Meter 10 USD 3 10.00	Open Price change
694617	2	05-Feb-2024 14:18:36	Goods	Meter 20 USD 3 20.00	Open Price change
694617	3	05-Feb-2024 14:18:36	Goods	Meter 30 USD 3 30.00	Open Price change
☑ 694617	4	05-Feb-2024 14:18:36	Goods	Meter 40 USD 40.00	Open Price change
694617	10	05-Feb-2024 14:18:36	Goods	Meter 10 USD3 10.00	Open Price change
694617	6	05-Feb-2024 14:18:36	Goods	Meter 60 USD3 60.00	Open Price change
694617	7	05-Feb-2024 14:18:36	Goods	Meter 70 USD3 70.00	Open Price change
694617	8	05-Feb-2024 14:18:36	Goods	Meter 80 USD 80.00	Open Price change
694617	9	05-Feb-2024 14:18:36	Goods	Meter 90 USD 3 90.00	Open Price change
694617	5	05-Feb-2024 14:18:36	Goods	Meter 50 USD 3 50.00	Open Price change
Select Lines: 🚺	pply Default Va	alues			
					Cancel Apply Expo



iSupplier – Supplier Responsibilities

6.16 Click on Apply

	Select	in on the						Supplier Config		
elect I		Line Buyer	Order Date 🔻	Type Item/Job Description	UOM	Qty Currency Price	ce Amount Supplier Iten	Supplier Config Status Global Agreement ID	Attachments F	Reason
	94617	1	05-Feb-2024 14:18:36	Goods	Meter	10 USD	3 10.00	Open	[Price chang
	94617	2	05-Feb-2024 14:18:36	Goods	Meter	20 USD		Open	[Price chang
2	94617	3	05-Feb-2024 14:18:36	Goods	Meter	30 USD		Open	[Price chan
	94617	4	05-Feb-2024 14:18:36	Goods	Meter	40 USD		Open	[Price chan
	94617	10	05-Feb-2024 14:18:36	Goods	Meter	10 USD		Open	[Price chan
	<u>94617</u>	6	05-Feb-2024 14:18:36	Goods	Meter	60 USD		Open	[Price chang
	94617	7	05-Feb-2024 14:18:36	Goods	Meter	70 USD	3 70.00	Open	[Price chang
2	<u>94617</u>	8	05-Feb-2024 14:18:36	Goods	Meter	80 USD	3 80.00	Open	[Price chan
	94617	9	05-Feb-2024 14:18:36	Goods	Meter	90 USD	3 90.00	Open	[Price chan
2	<u>94617</u>	5	05-Feb-2024 14:18:36	Goods	Meter	50 USD	3 50.00	Open	[Price chan
lect	ines: A	pply Default Val	ues							

6.17 Mass update of price changes will be submitted for Buyer approval.





NOTE: If AFL is handling transportation, please refer to the <u>AFL Routing Guide Matrix.xlsx file</u> located on the <u>iSupplier landing page</u> to determine the purchase order Promised Date.

- Go to North America Transit Time tab if you are shipping from North America or to the International Transit Time tab for international shipments.
- Enter your **Projected Ship Date**.
- Then go to the AFL destination City, State section for the ship-from information. Enter the Origin State and Ship Method.
- Enter the **Promise Date** that the spreadsheet has calculated as your **Promised Date** in the Purchase Order Acknowledgement.

		AFL TELECOMMUNICATIONS
F AFL	NORTH	AMERICA ROUTING GUIDE - LTL / TL / PARCEL
Projected Ship Date	11/30/2023	Enter Projected Ship Date here to populate promise date below. Use Date format MM/DD/YYYY ie. 03/25/2023
		Instructions
AFL Destination City, State	Duncan, SC	1) Check AFL PO Document for Ship To City, State
Origin State	LA	2) Click on the drop down box and select Origin State/Ship from State
Ship Method	TL	3) Click on the drop down box and select shipment mode
Average Transit Days	2	
Promise Date	12/4/2023	4) Enter date shown here as the promise date in supplier portal
AFL Destination City, State	Laredo, TX	<u>Instructions</u> 1) Check AFL PO Document for Ship To City, State
(
Origin State	CA	2) Click on the drop down box and select Origin State/Ship from State
Ship Method	Parcel	3) Click on the drop down box and select shipment mode
Average Transit Days	4	5) Click on the drop down box and select sinpinent mode
Promise Date	12/6/2023	4) Enter date shown here as the promise date in supplier portal
		Instructions
AFL Destination City, State	Kent, WA	1) Check AFL PO Document for Ship To City, State
Origin State	MA	2) Click on the drop down box and select Origin State/Ship from State
Ship Method	LTL	3) Click on the drop down box and select shipment mode
Average Transit Days	9	
Promise Date	12/13/2023	4) Enter date shown here as the promise date in supplier portal
		-
North America Transit T	ime International Tran	sit Time ASN Instructions Drop Ship Instructions AFL ROUTING GUIDE 🕘 : 📢

- 6.18 Once **Details** are populated for all the required fields such as **Promised Date**, **New Acknowledged Ship Date**, **Action** and **Reason**, click **Submit** at bottom of the page.
 - This message will be displayed once change is submitted by supplier.





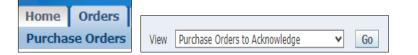
• Navigate to **Orders** tab and select **View All Purchase Orders**. The PO# will be in Status column with **Supplier Change Pending** notice – waiting for Buyer approval.

Views								
View All Purchase Orders V Go. Advanced Search								
Select Order: Acknowledge Request Cancellation Request Changes View Change History						O Previous 1-25	5 👻 <u>Next 25</u> 📎	
Select PO Number Rev Operating Unit Document Type Description	Order Date	Buyer	Currency			Acknowledge By	Attachments	
681175 9 AFL TELE MFG Standard PO Standard PO# Creation Through Invoicing(AFL Responsible for Freight)	12-Oct-2023 18:01:40	1	USD	100.00	Supplier Change Pending	20-Oct-2023 00:00:00		

- **NOTE:** In the Buyer Acknowledgement process, the Approval needs to be completed with changes before Supplier can take the next actions.
- 6.19 Supplier will receive an email with Buyer Acceptance.

	For Your Information: AFL TELE MFG - Response to your change request for Standard Purchase	Order 681176,1 Index x						8 Z
•	Oracle R12 Workflow - AFLPRD - CBSR12_AFLPRDJ@afglobal.com- to me +					@ 6:20 PM (0 minu	tes ago) 🔥	÷ ۱
	Time Zone (GMT-04:00) Eastern Time							
	Por 10 100/22349600 100/22349600							
	Scate D. Addresidi	R		AFL Telecommunications, LL 110 Hidden Lake Circle Duncan, , 29334	S.			
	Change Requests							
	Diew ValueIndicates new values							
	Line Shipment Item Supplier Item Description		Unit Quantity Pri		Need-By Date	Ship-To Location		leason Split
	1 1		Meter 100 1	27-Oct-2023 18:09:24	27-Oct-2023 00:00:00	Hidden Lake 1.5	Accepted	

6.20 Navigate to the iSupplier Portal. Go to **Home** page and click on **Orders** tab, **Purchase Orders**. Click on **Advanced Search** or **View**.



6.21 Select the purchase order and click on **View Change History** to review the Details of the PO Number.

	Select Order: Acknowledge Request Cancellation Request Changes				Cancellation Req	uest Changes	View Change History	
	Select	PO Number	Rev	Operating Unit	Document Type	Description		
	۲	<u>681176</u>	<u>1</u>	AFL TELE MFG	Standard PO	Standard PO# C	reation Through Invoicing(AFL	Responsible for Freight)
ľ								

- **NOTE:** Buyer will receive an email from Supplier stating that the Purchase Order is accepted.
- Confirm the Vendor Approval and Acknowledged Ship Date fields are populated.

PO Details		
Show All Details Hide All Details		
Details Line Type Item/Job Supplier Item Description		UOM Qty Price Amount Status Attachments Reason
Bide 1 Goods	and a second of the second	Meter 100 1 100.00 Open
Shipments		
Oty Amount		
	leed-By Date Payment Status Status Supplier Line Split Reason Attachments	Vendor Approval Acknowledged Ship Date Shipment Tracking Number Actual Ship Date
1 Hidden Lake 1.5 100 100.00 27-Oct-2023 18:09:24 2	7-Oct-2023 00:00:00 Accepted	Yes 25-Oct-2023



- 7. Procedure Create an Advanced Shipment Notice (ASN) by Supplier
 - 7.1. Navigate to **AFL iSupplier Portal Full Access**, **Home** page.
 - Click on Shipments tab, Shipment Notices. Then click on Create Advance Shipment Notices.



7.2. Click on **View**, **Shipments Due This Week**. Or click on **Advanced Search** to search for a particular PO Number.



7.3. Select the PO Number and click on Add to Shipment Notice to create.

Create Advance Shipment Notice							
Advanced Search							
To search, please enter at least one search criteria.							Views
Sector parameters and values to fitter the data that is displayed in your results set.							VIGWS
Show table data when all conditions are met.							
Show table data when any consolition is met							
PO Number is V 681176							
(00141)0 (00140)0 (00140)000000000000000000000000000000000							
Ship-To Location Is 🗸							
Supplier Site is 🗸							
Item is 🗸 🚽 🚽							
Go Clear Add Another Item V Add							
Select PO Shipment Add to Shipment Notice							
Select All Select None							
PO Supplier Select Number Line Shipment Item Item Description	Due Date 🔺	Quantity Ordered	Quantity Shipped	Quantity Ship-To Received UOM Location	Organization Name	Ship-To Organization	Currency Supplier Site
G 661126 1 1	27-Oct-2023 18:09:24	100	0	0 Meter <u>Hidden Lake 1.5</u>	AFL TELE MFG	Cable Manufacturing	USD 2



7.4. In the **Shipment Line Defaults** section, you can:

- Enter **Country of Origin** at Shipment Line level. Click the **Default to All Lines** button.
- If the Country of Origin is not the same for all line shipping, expand the **Details** section and enter manually for each line.
- Expand the **Shipments in Advance Shipment Notice** section and click on **Show** to confirm quantity in case the **Quantity Shipped** column needs to be changed to a partial quantity.
- In the Add Attachments column, you can include documents such as packing slips, bills of lading or commercial invoices.
- Supplier can also merge multiple POs into a single ASN.

Shipment Header Shipment Lines Shipment Line Defaults								
Enter Shipment Line Defaults and cick Default to All Lines to copy to all shipment lines. Country Of Origin	Container Number							
Skeenentk in Adhance Skeenent Notice Steen A Datah Hold AI Datah PO Datah Number Line Skeenent Item Tem Description g_DemotN123 1 1	****	Due Date 27-Oct-2023 18:09:24	Quantity Ordered	Quantity Received 0	UOM Meter	Quantity: np-To Shipped cation 100 dden Lake 1.5	Add Attachments 🗣 🛛	Split Remove
Return to Shipments: Shipment Notices						Cance Add Shipm	ents Preview	submit

7.5. Navigate to the **Shipment Lines** tab, **Country of Origin** and click on **Default to All Lines** button (only if the Country of Origin is same for all shipment lines).

Create Advance Shipment Notice	
	Cancel Add Shipments Preview Submit
Shipment Header Shipment Lines	
Shipment Line Defaults	
Enter Shipment Line Defaults and click Default to All Lines to copy to all shipment lines.	
Packing Sig	
Country Of Origin United States Truck Number Truck Number Comments	
Bar Code Label	
Default to All Lines	
Shipments in Advance Shipment Notice	
Show All Details Hide All Details	
PO Supplier Details Number Line Shipment Item Item Description	Quantity Quantity Quantity Quantity Shipped Add Due Date Ordered Received UOM Shipped ocation Attachments Split Remove
Bide 681176 1 1 .	27-0ct-2023 18:09:24 100 P Meter 2 100 tidden Lake 15 🔶 🛱
Packing Slip Container Number	Country of Origin United States 🚽 🔍
Bar Code Label Truck Number	Comments
Return to Shipments: Shipment Notices	Cancel Add Shipments Preview Submit
	cancel host ampireurs province

7.6. If **Country of Origin** is different for each shipment line, it needs to be entered for all shipment lines individually.

Shipments in Adv	vance Shipment Notice										
Show All Details H											
		Item Description		Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped Ship-To Location	Add Attachments	Split R	emove
Hide 680932-9	1 1			11-Oct-2023 16:44	:54 2	0	Meter 🔟 🔍	2 Duncan - HQ Ridgeview	+3	83	1
Packing Slip			Container Number			0	ountry of Origin United States	J Q			
Bar Code Label			Truck Number				Comments				
Hide 681120	1 1			- 12-Oct-2023 14:48	22 7	0	Meter 🔟 🔍	7 Hidden Lake 1.5	43	8	1
Packing Slip			Container Number			0	ountry of Origin China	a 🔍			
Bar Code Label			Truck Number				Comments				
∃ Hide 681122	1 2			· 13-Oct-2023 12:23	30 2	0	Meter 🔄 🔍	2 Hidden Lake 1.5	43		1
Packing Slip			Container Number			0	ountry of Origin China	3 Q			
Bar Code Label			Truck Number				Comments				
Return to Shipments:	: Shipment Notices							Cance] Add Shipm	ents Preview	V St	ub <u>m</u> it

• **NOTE:** For **Full Quantity Shipment**, make sure the **Quantity Ordered** and **Quantity Shipped** is the same as the **Full Quantity ASN Shipment**.



- 7.7. Navigate to the **Shipment Header** tab, enter the required fields marked with an asterisk (*) **Shipment Number**, **Shipment Date** (which is always today's date), **Expected Receipt Date**, and **Waybill/Airbill Number**.
 - All other fields are optional; but including the information for these fields is helpful to AFL.

Create Advance Shipment Notice	-	
	Cancel Add Shipments Preview	w Submit
Shipment Header Shipment Lines		
Shipment Information		
* Indicates required field * Stepment Number GEG_Standtad_ESE * Stepment Date [2:0:0:203110:3:58] * Expected Receip Date [2:0:0:203110:3:58] * Nete: Stepment Date Left than today Example: 20-0:203110:3:41		
Freight Information		
* WayM(Arbil Number (Notz-Enter Carrier - Racking number) Net Waght Arbit Lading IPS_ACM_Standard_BL Comments		
Beturn to Shinmetic Shinmet Notices	Cancel Add Shipments Preview	w Sub <u>m</u> it

NOTE: If AFL is handling transportation, please refer to the AFL Routing Guide Matrix.xlsx file located on the iSupplier landing page (AFLglobal.com/iSupplier) to determine the Expected Receipt Date.

- Go to North America Transit Time tab if you are shipping from North America or to the International Transit Time tab for international shipments.
- Enter your **Projected Ship Date**.
- Then go to the AFL destination City, State section for the ship-from information. Enter the Origin State and Ship Method.
- Enter the **Promise Date** that the spreadsheet has calculated as your **Expected Receipt Date** in the Shipment Header.
- For further information on populating the Waybill/Airbill Number, visit the ASN Instructions tab on this spreadsheet.

_		AFL TELECOMMUNICATIONS
FAFL		
	NORTH	AMERICA ROUTING GUIDE - LTL / TL / PARCEL
Projected Ship Date	11/30/2023	Enter Projected Ship Date here to populate promise date below. Use Date format MM/DD/YYYY ie. 03/25/2023
		Instructions
AFL Destination City, State	Duncan, SC	1) Check AFL PO Document for Ship To City, State
Origin State	LA	2) Click on the drop down box and select Origin State/Ship from State
Ship Method	TL	3) Click on the drop down box and select shipment mode
Average Transit Days	2	
Promise Date	12/4/2023	4) Enter date shown here as the promise date in supplier portal
		Instructions
AFL Destination City, State	Laredo, TX	1) Check AFL PO Document for Ship To City, State
Origin State	CA CA	2) Click on the drop down box and select Origin State/Ship from State
Ship Method	Parcel	3) Click on the drop down box and select shipment mode
Average Transit Days	4	· · · · · · · · · · · · · · · · · · ·
Promise Date	12/6/2023	4) Enter date shown here as the promise date in supplier portal
	14	Instructions
AFL Destination City, State	Kent, WA	1) Check AFL PO Document for Ship To City, State
Origin State	MA	2) Click on the drop down box and select Origin State/Ship from State
Ship Method	LTL	3) Click on the drop down box and select shipment mode
Average Transit Days	9	
Promise Date	12/13/2023	4) Enter date shown here as the promise date in supplier portal
North America Transit	Time International Trans	it Time ASN Instructions Drop Ship Instructions AFL ROUTING GUIDE 🕞
North America Transit	international Trans	it Time ASN Instructions Drop Ship Instructions AFL ROUTING GUIDE 💮 : 1



7.8. Navigate to **Shipment Lines** tab and add attachments if buyer or receiving team requires it.

Shipment Header Shipment Lines	
Shipment Line Defaults	
Enter Shipment Line Defaults and click Default to All Lines to copy to all shipment lines.	
Packing Slip Container Number	1
* Country Of Origin United States 3 Q Truck Number	
erfly country of arigin is not the same for all line shipping. Please expand the details at line level and input correct country for Comments	
act line Bar Code Label	
Default to All Lines	
Default to All Lines	
Shipments in Advance Shipment Notice	
Show All Details Hide All Details	
PO Supplier Details Number Line Shipment Item Item Description	Quantity Quantity Quantity Quantity Add Due Date Ordered Received UOM Shipped Location Attachments plit Remove
Bilde 681126	27-Oct-2023 18:09:24 100 0 Meter 🔊 🔍 100 Hidden Lake 1.5 🕼 🔶 🕄 🧊
Packing Slip Container Number	Country of Origin United States 🚽 🔍
Bar Code Label Truck Number	Comments
Return to Shipments: Shipment Notices	Cancel Add Shipments Preview Submit

- Click on the **Attachment** icon and upload the documents.
- Enter Title, Description and click on the **Choose File** button to upload the document.
- Click the **Apply** button.

Attachment Summary Infor	rmation	
	Tele Bil of Lading Decroption Bil of Lading Citegory From Supplier	
Define Attachment	In Choose File Bit_Of_Ladding.docx	
		Cancel Add Another Apply

• Documents are now uploaded but not yet submitted.

₽_	Confirmation
	Attachment Bill of Lading has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

7.9. Click on the **Submit** button at the bottom of the page to submit the ASN.

Advance Shipment Notice Confirmation

Your Advance Shipment Notice ASN_Standrad_E2E has been submitted.

• **NOTE:** Buyer will receive an email saying ASN from Supplier is created is ready for receiving.

8. Validate Receipts Created by AFL Buyer in iSupplier

- 8.1. Navigate to AFL iSupplier Portal Full Access , Home Page.
- 8.2. Click on the **Shipments** tab, then click on the **Receipts** link.

Home	Orders	Shipments	Finance	Product	Admin	Assessments				
Delivery Schedules Shipment Notices Shipment Schedules						Receipts	Returns Overdue Receipts On-Time Performance Quality			
Delivery	Delivery Schedules									



8.3. Search with **PO Number** or **Receipt Number** and click **Go**.

View Receipts				
Simple Search				
Receipt Number		Organiz	ation	Q
PO Number	681176	Item Nu	mbor	Q
	example : 1234)			
Release Number		Supplier	Item 🔄	Q
	example : 1234-2)	Item Descri	ntion	
Shipment Number				
Shipped Date				
(example: 27-Sep-2023)			
	Go Clear			

8.4. Receipts will be displayed.

View Receipts												
												Export
Simple Searc	ch											
Reco	eipt Number				Organization							Advanced Search
	PO Number 681176											
	(example : 1234)				Item Number	<u> </u>						
Rele	ase Number				Supplier Item	s 🔍						
Chine	ent Number				Item Description							
S	hipped Date (example: 27-Sep-20)	2)										
		Clear										
Receipt -	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
<u>89237</u>	12-Oct-2023 18:40:00	Cable Manufacturing	ASN Standrad E2E	12-Oct-2023 18:36:41	UPS_ASN_Standrad_PS		UPS_ASN_Standrad_E2E	UPS	UPS_ASN_Standrad_BL	681176		
_												

9. Validate Invoices in iSupplier Portal

- 9.1. Navigate to **AFL iSupplier Portal Full Access**, **Home** Page.
- 9.2. Navigate to **Finance**, **View Invoices**.

	ents Finance Product	Admin As	sessments									
View Invoices												
Simple Search												
Invoice Number						Payment Status	~					
PO Number					Invoice	e Amount From		То				
	(example : 1234)				Am	ount Due From		То				
Release Number	(example : 1234-2)				Inv	oice Date From		То				
Payment Number	(example : 1234-2)					Ē			_			
Invoice Status	~					Due Date From	xample: 23-Aug-2023)	То				
Invoice Status	Go Clear						Nampai 23-Hug-2023)					
Toursies		Cumanan	Amount Due Sta	un On Hald	Daumant Chabus	Remit-to Su	nalian Demit te	o Supplier Site	Due Date	Deument	DO Number	Dessint
Invoice No search conducted.	Invoice Date Type	Currency	Amount Due Sta	us On Hold	Payment Status	Remit-to Su	ppner Kemit-to	o supplier Site	Due Date	Payment	PO Number	Receipt
No search conducted.												

9.3. Enter PO Number or Invoice number and click on **Go** once entered. (Or just click on Go to view all Invoices for the supplier.)

View Invoices											
Simple Search											
Invoice Number		_				F	Payment Status	~			
PO Number	681176 (example : 1234)						e Amount From ount Due From		To To		
Release Number	(example : 1234-2)						ount Due From oice Date From]			
Payment Number	(example : 1254-2)						Due Date From	то			
Invoice Status	Go Cle	ar					(4	example: 27-Sep-2023)		_	
Invoice	Invoice Date	Type Currency	Amount D	Due Status	On Hold	Payment Status	Remit-to Su	pplier Remit-to	Supplier Site	Due Date	Payment
No search conducted.											



9.4. Invoices will be displayed as shown below.

