

## 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

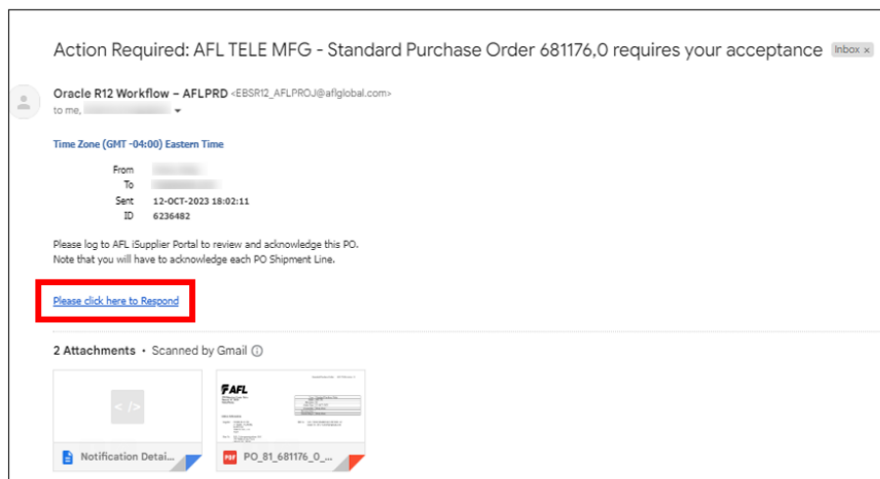
- 4.1 This procedure provides steps and screenshots to Acknowledge a Standard Purchase Order by Supplier and populate Promise Date and Acknowledge Ship Date by Supplier.

### 5. Requirements

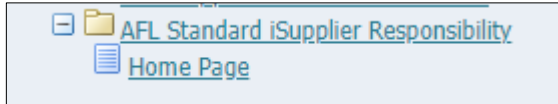
- 5.1 Users must have necessary Oracle responsibilities and security assigned to them to complete the following steps.

### 6. Procedure – Acknowledge a Standard Purchase Order and Populate Promise date and Acknowledge Ship Date

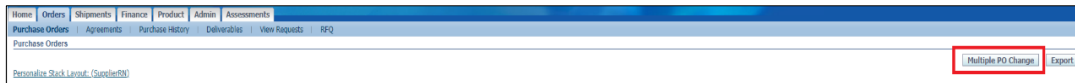
- 6.1 Supplier will Receive an email from Buyer saying there is a Standard Purchase Order that requires acknowledgement.
  - Supplier will receive an email with Action Required in the subject line. There will be a link in the message to **Please click here to Respond**. Click the link to go to the iSupplier page.



- 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#.



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

Change Multiple Purchase Orders

Cancel Apply Export

Personalize Stack Layout: (ChangeTheContainer)

Advanced Search

Personalize "Advanced Search"

Personalize Advanced Search: (ShowASrch)

Show table data when all conditions are met.

Show table data when any condition is met.

PO Number is 624614

Order Date is 30-Sep-2023 12:19:48

Buyer is sample 25-Jan-2024

Promised Date is 30-Sep-2023 12:19:48

Go Add Another Buyer Add

Default Values

TIP You can apply default values to selected rows

Promised Date 30-Sep-2023 12:19:48

Quantity Ordered

Price

Reason Action

Personalize "PO Shipment"

Select Shipments: Apply Default Values

Previous 1-25 Next 25

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

Change Multiple Purchase Orders

Cancel Apply Export

Personalize Stack Layout: (ChangeTheContainer)

Views

Personalize "Views"

View Shipments Requiring Acknowledgment Go

Advanced Search

Default Values

TIP You can apply default values to selected rows

Promised Date 30-Sep-2023 12:19:48

Quantity Ordered

Price

Reason Action

Personalize "PO Shipment"

Select Shipments: Apply Default Values

## 6.6 Click on **Select All**.

Personalize "Advanced Search"  
Personalize Advanced Search: (Show/Hide/Print)

☒ Show table data when all conditions are met.  
☐ Show table data when any condition is met.

PO Number   
Order Date   
Buyer   
Promised Date

**Default Values**

☒ TIP You can apply default values to selected rows

Promised Date   
Quantity Ordered   
Price   
Reason   
Action

Personalize "PO Shipment"  
Select Shipments:

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

Personalize "Advanced Search"  
Personalize Advanced Search: (Show/Hide/Print)

☒ Show table data when all conditions are met.  
☐ Show table data when any condition is met.

PO Number   
Order Date   
Buyer   
Promised Date

**Default Values**

☒ TIP You can apply default values to selected rows

Promised Date   
Quantity Ordered   
Price   
Reason   
Action

Personalize "PO Shipment"  
Select Shipments:

## 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.

**Default Values**

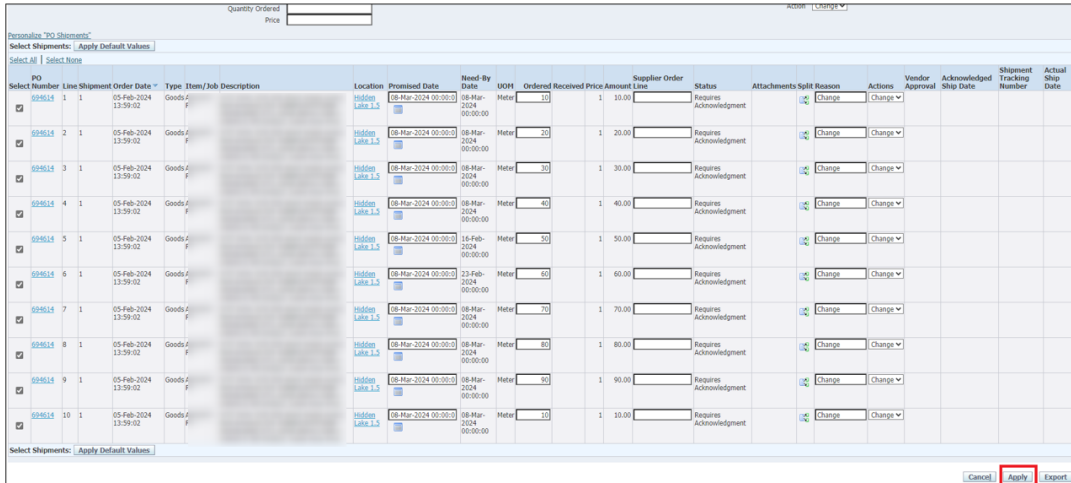
☒ TIP You can apply default values to selected rows

Promised Date   
Quantity Ordered   
Price   
Reason   
Action

Personalize "PO Shipment"  
Select Shipments:

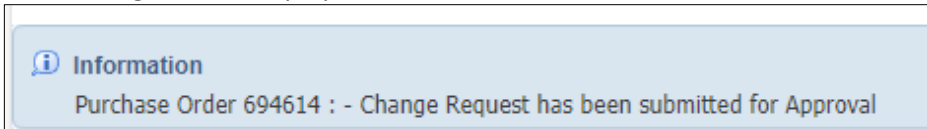
PO	Select Number	Line	Shipment	Order Date	Type	Item/Job Description	Location	Promised Date	Need-By Date	UOH	Ordered	Received	Price	Amount	Supplier Order	Status	Attachments	Split	Reason	Actions	Vendor Approval	Acknowledged Ship Date	Shipment Tracking Number	Actual Ship Date
054614	1	1	05-Feb-2024 13:59:02	Goods		Holder Lake 1.5	05-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	10	1	10.00			Requires Acknowledgment				Change	Change				
054614	2	1	05-Feb-2024 13:59:02	Goods		Holder Lake 1.5	05-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	20	1	20.00			Requires Acknowledgment				Change	Change				
054614	3	1	05-Feb-2024 13:59:02	Goods		Holder Lake 1.5	05-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	30	1	30.00			Requires Acknowledgment				Change	Change				
054614	4	1	05-Feb-2024 13:59:02	Goods		Holder Lake 1.5	05-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	40	1	40.00			Requires Acknowledgment				Change	Change				
054614	5	1	05-Feb-2024 13:59:02	Goods		Holder Lake 1.5	05-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	50	1	50.00			Requires Acknowledgment				Change	Change				
054614	6	1	05-Feb-2024 13:59:02	Goods		Holder Lake 1.5	05-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	60	1	60.00			Requires Acknowledgment				Change	Change				
054614	7	1	05-Feb-2024 13:59:02	Goods		Holder Lake 1.5	05-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	70	1	70.00			Requires Acknowledgment				Change	Change				
054614	8	1	05-Feb-2024 13:59:02	Goods		Holder Lake 1.5	05-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	80	1	80.00			Requires Acknowledgment				Change	Change				
054614	9	1	05-Feb-2024 13:59:02	Goods		Holder Lake 1.5	05-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	90	1	90.00			Requires Acknowledgment				Change	Change				
054614	10	1	05-Feb-2024 13:59:02	Goods		Holder Lake 1.5	05-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	100	1	100.00			Requires Acknowledgment				Change	Change				

## 6.10 Click on **Apply**.



The screenshot shows a table with columns: PO Select Number, Line, Shipment Order Date, Type, Item/Job Description, Location, Promised Date, Need-By Date, UOH, Ordered, Received, Price, Amount, Supplier Order, Status, Attachments, Split Reason, Actions, Vendor Approval, Acknowledged Ship Date, Shipment Tracking Number, and Actual Ship Date. The 'Apply' button is highlighted in the bottom right corner.

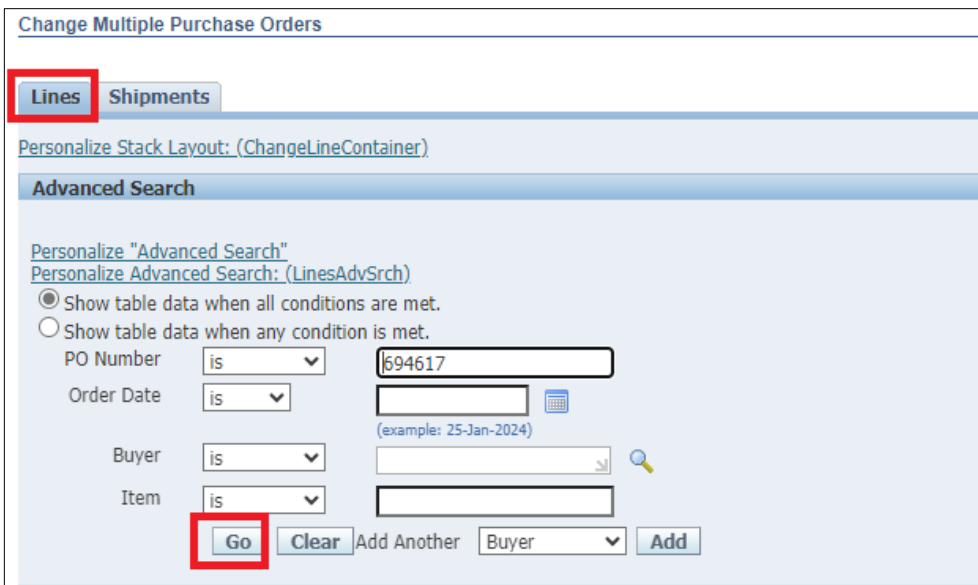
## 6.11 This message will be displayed.



**Information**  
Purchase Order 694614 : - Change Request has been submitted for Approval

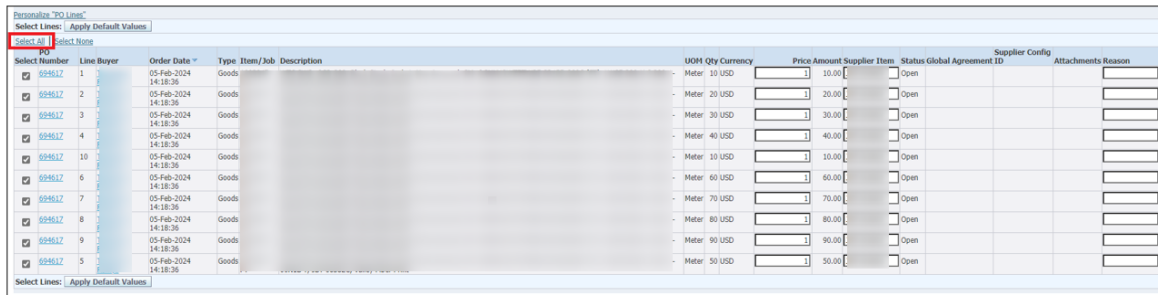
## 6.12 To use the Multi PO option if the price needs to be updated for all the PO lines, the first PO number should be acknowledged using the steps above. The buyer needs to acknowledge it to allow the price to be updated.

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



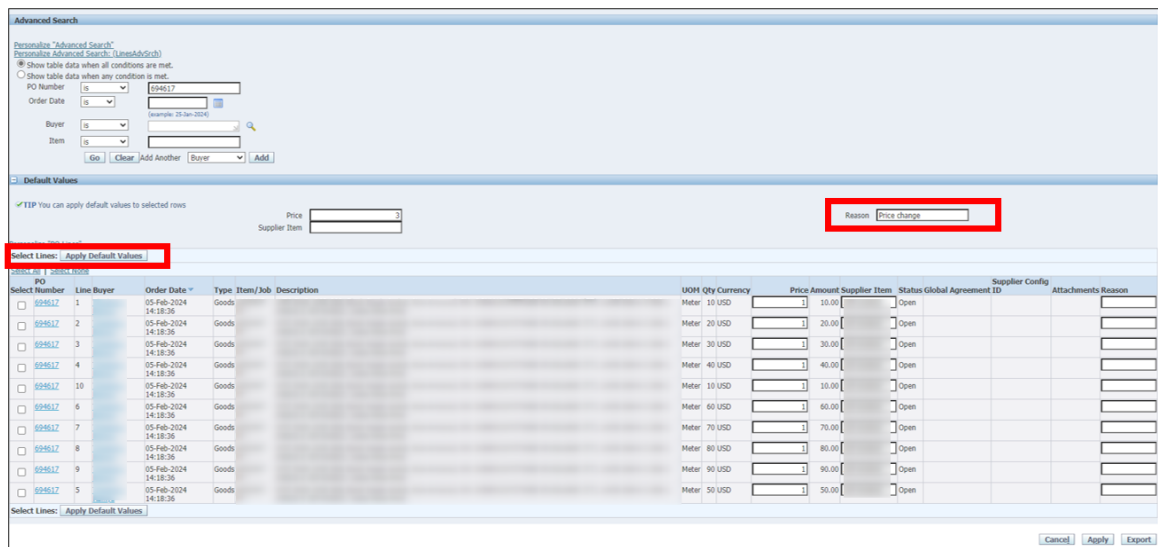
The screenshot shows the 'Change Multiple Purchase Orders' interface. The 'Lines' tab is selected. The 'Advanced Search' section is visible, with the 'PO Number' field set to '694617'. The 'Go' button is highlighted.

### 6.13 Click on **Select All**.



Select	PO Number	Line Number	Line Buyer	Order Date	Type	Item/Job	Description	UOH	Qty	Currency	Price	Amount	Supplier Item	Status	Global Agreement ID	Supplier Config	Attachments	Reason
<input checked="" type="checkbox"/>	609612	1		05-Feb-2024	Goods			Meter	10	USD	10.00			Open				
<input checked="" type="checkbox"/>	609612	2		05-Feb-2024	Goods			Meter	20	USD	20.00			Open				
<input checked="" type="checkbox"/>	609612	3		05-Feb-2024	Goods			Meter	30	USD	30.00			Open				
<input checked="" type="checkbox"/>	609612	4		05-Feb-2024	Goods			Meter	40	USD	40.00			Open				
<input checked="" type="checkbox"/>	609612	10		05-Feb-2024	Goods			Meter	10	USD	10.00			Open				
<input checked="" type="checkbox"/>	609612	6		05-Feb-2024	Goods			Meter	60	USD	60.00			Open				
<input checked="" type="checkbox"/>	609612	7		05-Feb-2024	Goods			Meter	70	USD	70.00			Open				
<input checked="" type="checkbox"/>	609612	8		05-Feb-2024	Goods			Meter	80	USD	80.00			Open				
<input checked="" type="checkbox"/>	609612	9		05-Feb-2024	Goods			Meter	90	USD	90.00			Open				
<input checked="" type="checkbox"/>	609612	5		05-Feb-2024	Goods			Meter	50	USD	50.00			Open				

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



Advanced Search

Personalize "Advanced Search"

Personalize Advanced Search: (LinesAndJobs)

Show table data when all conditions are met.

Order Date: [05-Feb-2024]

Buyer: [IS]

Item: [IS]

Go Clear Add Another Buyer Add

Default Values

TIP You can apply default values to selected rows

Price: [10.00]

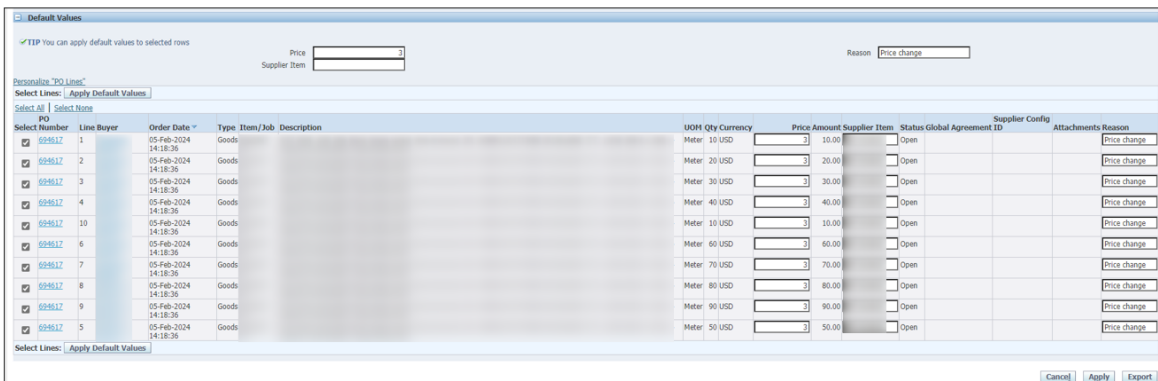
Supplier Item: [10.00]

Reason: Price change

Select Lines: Apply Default Values

Select	PO Number	Line Number	Line Buyer	Order Date	Type	Item/Job	Description	UOH	Qty	Currency	Price	Amount	Supplier Item	Status	Global Agreement ID	Supplier Config	Attachments	Reason
<input type="checkbox"/>	609612	1		05-Feb-2024	Goods			Meter	10	USD	10.00			Open				
<input type="checkbox"/>	609612	2		05-Feb-2024	Goods			Meter	20	USD	20.00			Open				
<input type="checkbox"/>	609612	3		05-Feb-2024	Goods			Meter	30	USD	30.00			Open				
<input type="checkbox"/>	609612	4		05-Feb-2024	Goods			Meter	40	USD	40.00			Open				
<input type="checkbox"/>	609612	10		05-Feb-2024	Goods			Meter	10	USD	10.00			Open				
<input type="checkbox"/>	609612	6		05-Feb-2024	Goods			Meter	60	USD	60.00			Open				
<input type="checkbox"/>	609612	7		05-Feb-2024	Goods			Meter	70	USD	70.00			Open				
<input type="checkbox"/>	609612	8		05-Feb-2024	Goods			Meter	80	USD	80.00			Open				
<input type="checkbox"/>	609612	9		05-Feb-2024	Goods			Meter	90	USD	90.00			Open				
<input type="checkbox"/>	609612	5		05-Feb-2024	Goods			Meter	50	USD	50.00			Open				

### 6.15 Price will be updated to all the selected lines.



Default Values

TIP You can apply default values to selected rows

Price: [10.00]

Supplier Item: [10.00]

Reason: Price change

Select Lines: Apply Default Values

Personalize "PO Lines"

Select All Select None

Select	PO Number	Line Number	Line Buyer	Order Date	Type	Item/Job	Description	UOH	Qty	Currency	Price	Amount	Supplier Item	Status	Global Agreement ID	Supplier Config	Attachments	Reason
<input checked="" type="checkbox"/>	609612	1		05-Feb-2024	Goods			Meter	10	USD	10.00			Open				Price change
<input checked="" type="checkbox"/>	609612	2		05-Feb-2024	Goods			Meter	20	USD	20.00			Open				Price change
<input checked="" type="checkbox"/>	609612	3		05-Feb-2024	Goods			Meter	30	USD	30.00			Open				Price change
<input checked="" type="checkbox"/>	609612	4		05-Feb-2024	Goods			Meter	40	USD	40.00			Open				Price change
<input checked="" type="checkbox"/>	609612	10		05-Feb-2024	Goods			Meter	10	USD	10.00			Open				Price change
<input checked="" type="checkbox"/>	609612	6		05-Feb-2024	Goods			Meter	60	USD	60.00			Open				Price change
<input checked="" type="checkbox"/>	609612	7		05-Feb-2024	Goods			Meter	70	USD	70.00			Open				Price change
<input checked="" type="checkbox"/>	609612	8		05-Feb-2024	Goods			Meter	80	USD	80.00			Open				Price change
<input checked="" type="checkbox"/>	609612	9		05-Feb-2024	Goods			Meter	90	USD	90.00			Open				Price change
<input checked="" type="checkbox"/>	609612	5		05-Feb-2024	Goods			Meter	50	USD	50.00			Open				Price change

## 6.16 Click on Apply

Personalize "PO Lines"

Select Lines: [Apply Default Values](#)

Select All | Select None

PO	Select	Number	Line	Buyer	Order Date	Type	Item/Job	Description	UOM	Qty	Currency	Price	Amount	Supplier Item	Status	Global Agreement ID	Supplier Config	Attachments	Reason
694617	<input checked="" type="checkbox"/>	1			05-Feb-2024 14:18:36	Goods			Meter	10	USD	10.00			Open				Price change
694617	<input checked="" type="checkbox"/>	2			05-Feb-2024 14:18:36	Goods			Meter	20	USD	20.00			Open				Price change
694617	<input checked="" type="checkbox"/>	3			05-Feb-2024 14:18:36	Goods			Meter	30	USD	30.00			Open				Price change
694617	<input checked="" type="checkbox"/>	4			05-Feb-2024 14:18:36	Goods			Meter	40	USD	40.00			Open				Price change
694617	<input checked="" type="checkbox"/>	10			05-Feb-2024 14:18:36	Goods			Meter	10	USD	10.00			Open				Price change
694617	<input checked="" type="checkbox"/>	6			05-Feb-2024 14:18:36	Goods			Meter	60	USD	60.00			Open				Price change
694617	<input checked="" type="checkbox"/>	7			05-Feb-2024 14:18:36	Goods			Meter	70	USD	70.00			Open				Price change
694617	<input checked="" type="checkbox"/>	8			05-Feb-2024 14:18:36	Goods			Meter	80	USD	80.00			Open				Price change
694617	<input checked="" type="checkbox"/>	9			05-Feb-2024 14:18:36	Goods			Meter	90	USD	90.00			Open				Price change
694617	<input checked="" type="checkbox"/>	5			05-Feb-2024 14:18:36	Goods			Meter	50	USD	50.00			Open				Price change

Select Lines: [Apply Default Values](#)

[Cancel](#) [Apply](#) [Export](#)

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

**Purchase Orders** | **Agreements** | **Purchase History** | **Deliverables** | **View Requests** | **RFQ**

Orders: Purchase Orders >

**Information**

Purchase Order 694617 : - Change Request has been submitted for Approval

**NOTE:** If AFL is handling transportation, please refer to the [AFL Routing Guide Matrix.xlsx](#) file located on the [iSupplier landing page](#) 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		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	
<b>Instructions</b>			
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	
<b>Instructions</b>			
AFL Destination City, State	Laredo, TX	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		
Promise Date	12/6/2023	4) Enter date shown here as the promise date in supplier portal	
<b>Instructions</b>			
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	
<a href="#">North America Transit Time</a>   <a href="#">International Transit Time</a>   <a href="#">ASN Instructions</a>   <a href="#">Drop Ship Instructions</a>   <a href="#">AFL ROUTING GUIDE</a>			

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.

Change Order Confirmation
Change Request for Purchase Order 681176 has been submitted for approval.

- 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 [Go]									
Select Order: Acknowledge Request Cancellation Request Changes View Change History									
Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status
681176	1	AFL TELE MFG	Standard PO	Standard PO# Creation Through Invoicing(AFL Responsible for Freight)	12-Oct-2023 18:01:40		USD	100.00	Supplier Change Pending

- **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									
Oracle R12 Workflow - AFLPRD -E88R12_AFLPROJ@aflglobal.com									
Time Zone (GMT -04:00) Eastern Time									
From: [Redacted]									
To: [Redacted]									
Sent: 12-Oct-2023 18:19:08									
Subject: [Redacted]									
Change Requests									
Line Shipment Item Supplier Item Description Unit Quantity Price Promised Date Need By Date Ship-To Location Response Reason Split									
1									

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

Home Orders

Purchase Orders

View Purchase Orders to Acknowledge Go

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

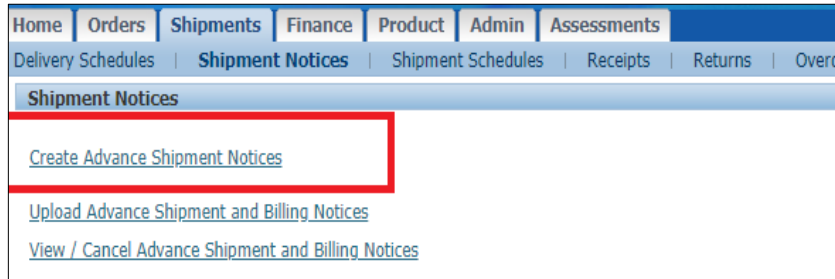
Select Order:	Acknowledge	Request Cancellation	Request Changes	View Change History
Select PO Number	Rev	Operating Unit	Document Type	Description
681176	1	AFL TELE MFG	Standard PO	Standard PO# Creation Through Invoicing(AFL Responsible for Freight)

- **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
1	Goods				Meter	100	1	100.00	Open
Shipments									
Shipment	Ship-To Location	Ordered	Received	Invoiced	Ordered	Amount	Invoiced	Promised Date	Need By Date
1	10000 Lake 1.1	100				100.00		27-Oct-2023 18:09:24	27-Oct-2023 00:00:00
Payment Status Status Supplier Line Split Reason Attachments									
Accepted									
Vendor Approval Acknowledged Ship Date									
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**.



Home | Orders | Shipments | Finance | Product | Admin | Assessments

Delivery Schedules | **Shipment Notices** | Shipment Schedules | Receipts | Returns | Overdue

**Shipment Notices**

[Create Advance Shipment Notices](#)

[Upload Advance Shipment and Billing Notices](#)

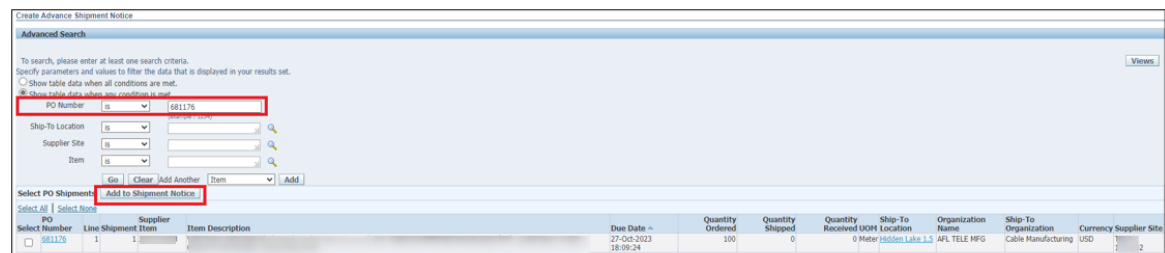
[View / Cancel Advance Shipment and Billing Notices](#)

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



View **Shipments Due This Week** **Advanced Search**

- 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.  
Specify parameters and values to filter the data that is displayed in your results set.  
☐ Show table data when all conditions are met.  
☒ Show table data when any condition is met.

PO Number

Ship-To Location

Supplier Site

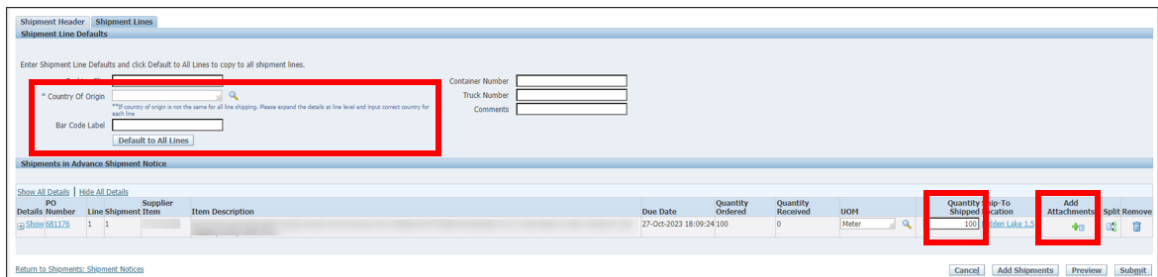
Item

Select PO Shipment:

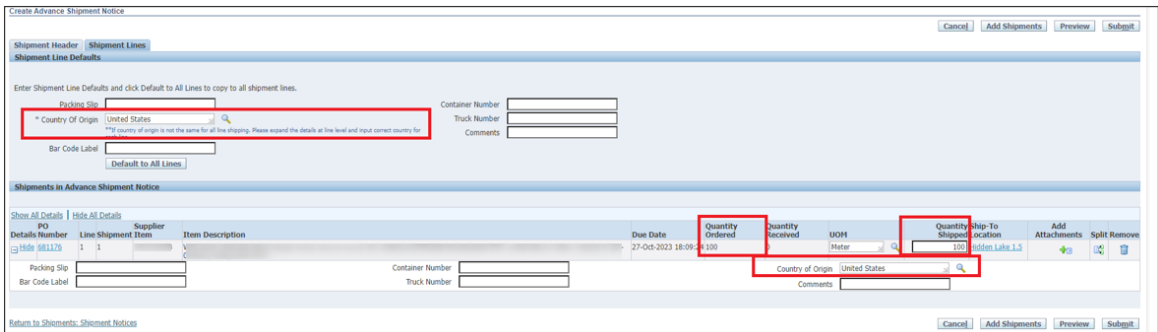
PO	Line	Shipment	Item	Item Description	Due Date ~	Quantity Ordered	Quantity Shipped	Quantity Received	Ship-To Location	Organization Name	Ship-To Organization	Currency	Supplier Site
681126	1	1			27-Oct-2023 18:09:24	100	0	0	Meter Hidden Lake 1.5	AFL TELE MFG	Cable Manufacturing	USD	2

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

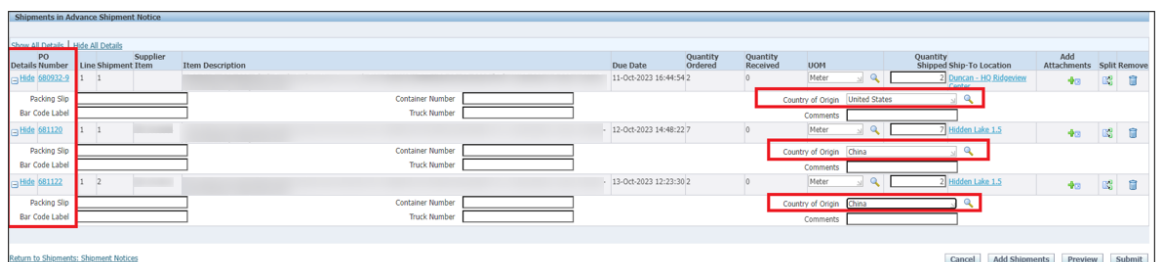
- Enter **Country of Origin** at Shipment Line level. Click the **Default to All Lines** button.
- If the Country of Origin is not the same for all line shipping, expand the **Details** section and enter manually for each line.
- Expand the **Shipments in Advance Shipment Notice** section and click on **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.



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).



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



- **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.

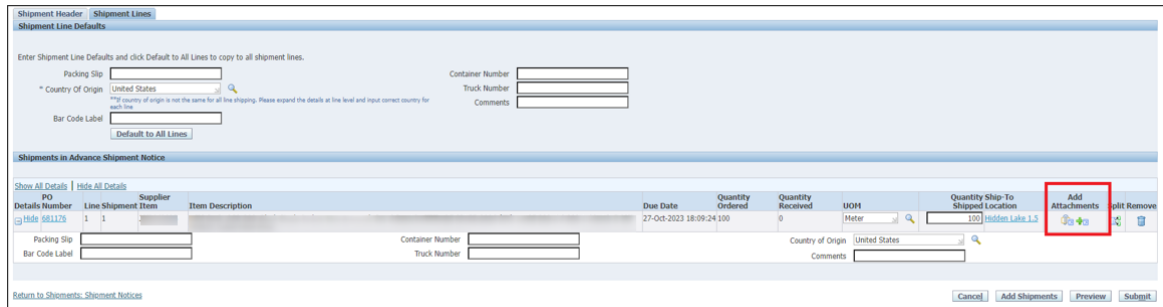
**NOTE:** If AFL is handling transportation, please refer to the AFL Routing Guide Matrix.xlsx file located on the iSupplier landing page (AFLglobal.com/iSupplier) to determine the Expected Receipt Date.

- 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.

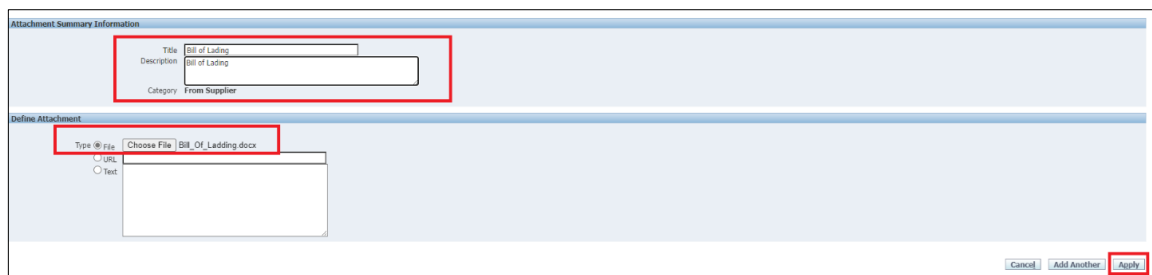
AFL TELECOMMUNICATIONS	
NORTH AMERICA ROUTING GUIDE - LTL / TL / PARCEL	
Projected Ship Date	11/30/2023
Enter Projected Ship Date here to populate promise date below. Use Date format MM/DD/YYYY ie. 03/25/2023	
<b>Instructions</b>	
AFL Destination City, State	Duncan, SC
Origin State	LA
Ship Method	TL
Average Transit Days	2
Promise Date	12/4/2023
4) Enter date shown here as the promise date in supplier portal	
<b>Instructions</b>	
AFL Destination City, State	Laredo, TX
Origin State	CA
Ship Method	Parcel
Average Transit Days	4
Promise Date	12/6/2023
4) Enter date shown here as the promise date in supplier portal	
<b>Instructions</b>	
AFL Destination City, State	Kent, WA
Origin State	MA
Ship Method	LTL
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 Transit Time | ASN Instructions | Drop Ship Instructions | **AFL ROUTING GUIDE**

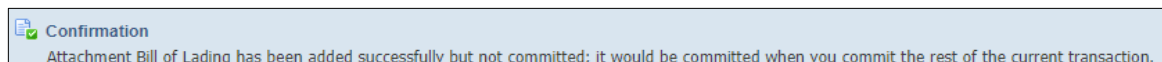
- 7.8. Navigate to **Shipment Lines** tab and add attachments if buyer or receiving team requires it.



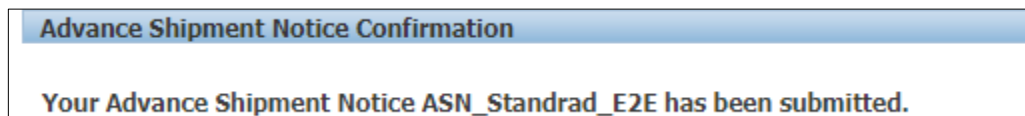
- Click on the **Attachment** icon and upload the documents.
- Enter Title, Description and click on the **Choose File** button to upload the document.
- Click the **Apply** button.



- Documents are now uploaded but not yet submitted.



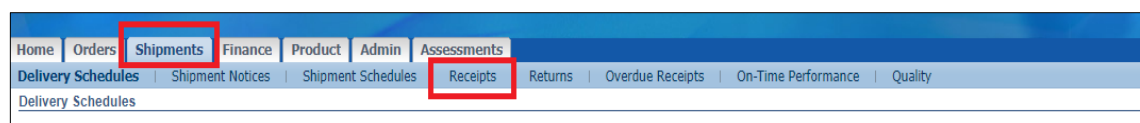
- 7.9. Click on the **Submit** button at the bottom of the page to submit the ASN.



- **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.



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

View Receipts

Simple Search

Receipt Number

**PO Number**

Release Number

Shipment Number

Shipped Date

Organization

Item Number

Supplier Item

Item Description

**Go** Clear

- 8.4. Receipts will be displayed.

View Receipts

Simple Search

Receipt Number

PO Number

Release Number

Shipment Number

Shipped Date

Organization

Item Number

Supplier Item

Item Description

**Go** Clear

Advanced Search

Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
89272	12-Oct-2023 18:40:00	Cable Manufacturing	ASN_Standrad_EJE	12-Oct-2023 18:36:41	UPS ASN_Standrad_PS		UPS ASN_Standrad_EJE	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**.

Home Orders Shipments **Finance** Product Admin Assessments

**View Invoices** View Payments

View Invoices

Simple Search

Invoice Number

PO Number

Release Number

Payment Number

Invoice Status

Payment Status

Invoice Amount From  To

Amount Due From  To

Invoice Date From  To

Due Date From  To

**Go** Clear

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Remit-to Supplier	Remit-to 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

**PO Number**

Release Number

Payment Number

Invoice Status

Payment Status

Invoice Amount From  To

Amount Due From  To

Invoice Date From  To

Due Date From  To

**Go** Clear

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment
No search conducted.											



9.4. Invoices will be displayed as shown below.

View Invoices | View Payments

View Invoices Export

Simple Search

Invoice Number  
PO Number  
Release Number  
Payment Number  
Invoice Status

Payment Status

Invoice Amount From  
Amount Due From  
Invoice Date From  
Due Date From

To

To

To

To

Go

Clear

Advanced Search

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Remit to Supplier	Remit to Supplier Site	Due Date	Payment	PO Number	Receipt	Discount Date	Available Discount	Attachments
0343	12-Oct-2023	Standard	USD	100.00	100.00 In-Process		Not Paid			10-Jan-2024 00:00:00		0343				

14

INSS-019, Revision 1, 3.4.2024