

End User Requirements – Initial Acknowledgement of Purchase Order by Supplier for both Standard and Blanket Releases Using Multi PO Number Option

1. Purpose

- 1.1. The purpose of this procedure is to Initially Acknowledge a Standard Purchase Order/Blanket Release in iSupplier by Supplier, populate the Promise Date submit for Buyer acknowledgment.

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

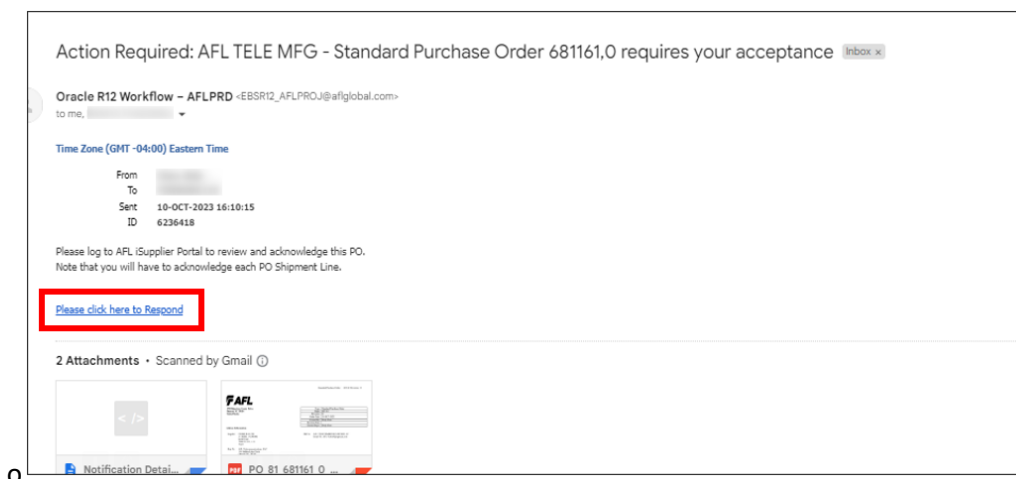
- 4.1 This procedure provides steps and screenshots to Initially Acknowledge a Standard Purchase Order/Blanket Release by Supplier and populate Promise Date and Acknowledge Ship Date by Supplier.

5. Requirements

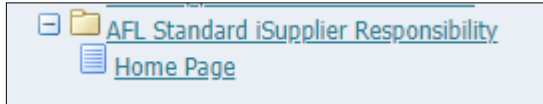
- 5.1 Users must have necessary Oracle responsibilities and security assigned to them to complete the following steps.

6. Procedure – Initial Acknowledgement of a Standard Purchase Order/Blanket Release and Populate Promise Date

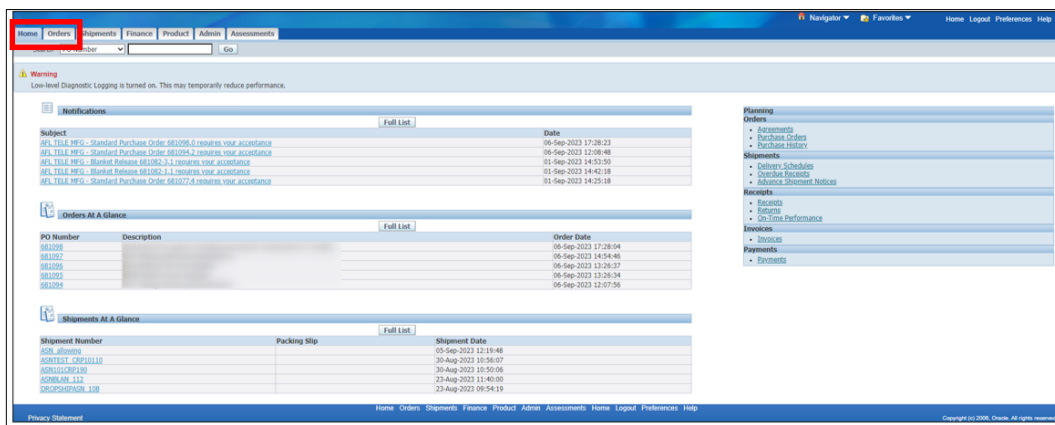
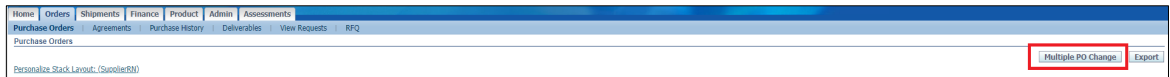
- 6.1 Supplier will Receive an email from Buyer saying there is a Standard Purchase Order that requires acknowledgement.
 - Supplier will receive an email with Action Required in the subject line. There will be a link in the message to **Please click here to Respond**. Click the link to go to the iSupplier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



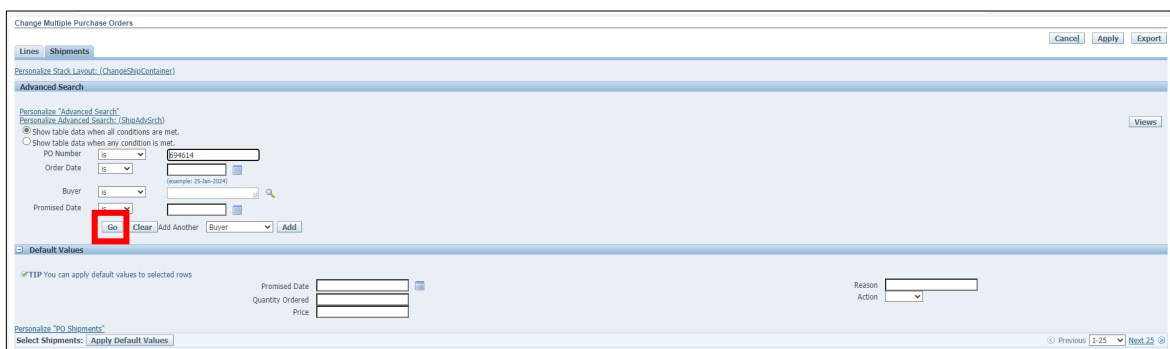
- 6.2 Navigate to the **AFL Standard iSupplier Responsibility**.
- 6.3 Double click the **Home Page** function.



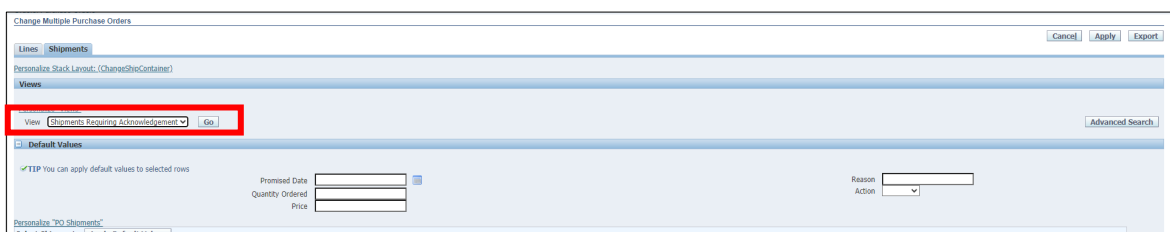
- 6.4 Click on the **Orders** tab and click on **Multi PO Change** and **View, Purchase Orders to Acknowledge** or click on **Advanced Search** to search for particular PO#.



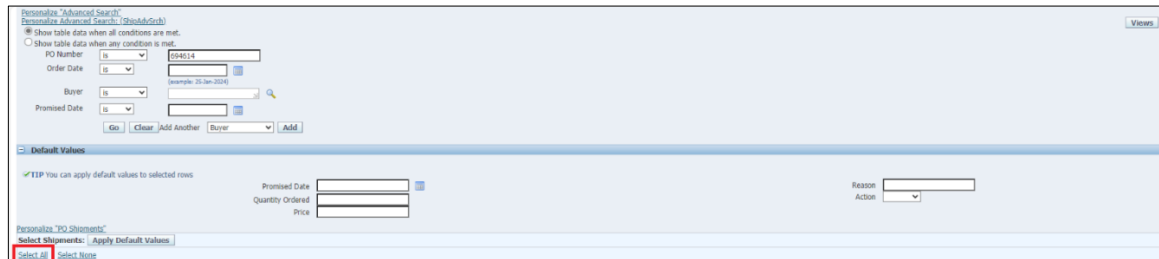
- 6.5 Complete the fields as required and click the **Go** button to display the PO Details.



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



6.6 Click on Select All



Personalize Advanced Search (Show/Hide)

Personalize Advanced Search (Show/Hide)

Show table data when all conditions are met.

PO Number

Order Date

Buyer

Promised Date

Go Clear Add Another Buyer Add

Default Values

TIP You can apply default values to selected rows

Promised Date

Quantity Ordered

Price

Reason

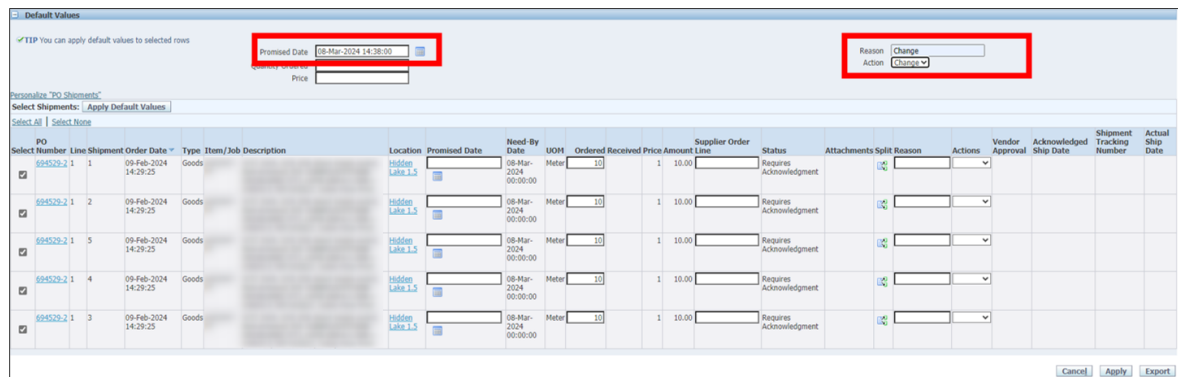
Action

Personalize "PO Shipments"

Select Shipments: Apply Default Values

Select All Select None

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



Default Values

TIP You can apply default values to selected rows

Promised Date

Reason

Action

Personalize "PO Shipments"

Select Shipments: Apply Default Values

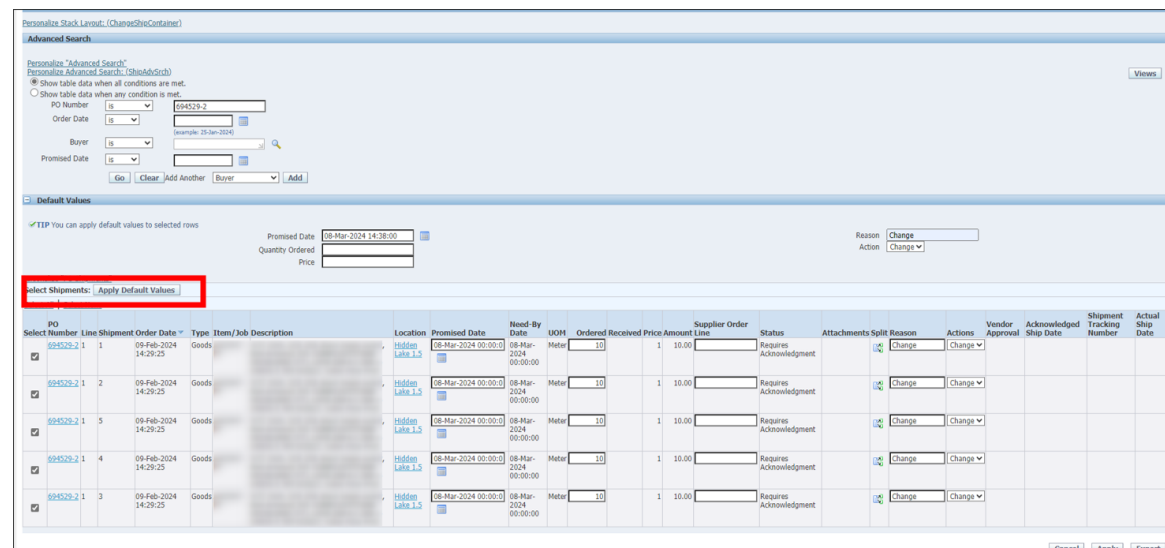
Select All Select None

PO	Select Number	Line	Shipment	Order Date	Type	Item/Job Description	Location	Promised Date	Need-By Date	UOH	Ordered	Received	Price	Amount	Supplier Order Line	Status	Attachments	Split	Reason	Actions	Vendor Approval	Acknowledged Ship Date	Shipment Tracking Number	Actual Ship Date
094529-2	1	1	09-Feb-2024 14:29:25	Goods		hidden Lake 1.5	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	10	1	10.00		Requires Acknowledgment										
094529-2	1	2	09-Feb-2024 14:29:25	Goods		hidden Lake 1.5	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	10	1	10.00		Requires Acknowledgment										
094529-2	1	5	09-Feb-2024 14:29:25	Goods		hidden Lake 1.5	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	10	1	10.00		Requires Acknowledgment										
094529-2	1	4	09-Feb-2024 14:29:25	Goods		hidden Lake 1.5	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	10	1	10.00		Requires Acknowledgment										
094529-2	1	3	09-Feb-2024 14:29:25	Goods		hidden Lake 1.5	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	10	1	10.00		Requires Acknowledgment										

Cancel Apply Export

6.8 Enter the Promised Date. In the Action menu, select Price 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.



Personalize Stack Layout (Change/Show/Hide)

Advanced Search

Personalize Advanced Search (Show/Hide)

Personalize Advanced Search (Show/Hide)

Show table data when all conditions are met.

PO Number

Order Date

Buyer

Promised Date

Go Clear Add Another Buyer Add

Default Values

TIP You can apply default values to selected rows

Promised Date

Quantity Ordered

Price

Reason

Action

Select Shipments: Apply Default Values

PO	Select Number	Line	Shipment	Order Date	Type	Item/Job Description	Location	Promised Date	Need-By Date	UOH	Ordered	Received	Price	Amount	Supplier Order Line	Status	Attachments	Split	Reason	Actions	Vendor Approval	Acknowledged Ship Date	Shipment Tracking Number	Actual Ship Date
094529-2	1	1	09-Feb-2024 14:29:25	Goods		hidden Lake 1.5	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	10	1	10.00		Requires Acknowledgment										
094529-2	1	2	09-Feb-2024 14:29:25	Goods		hidden Lake 1.5	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	10	1	10.00		Requires Acknowledgment										
094529-2	1	5	09-Feb-2024 14:29:25	Goods		hidden Lake 1.5	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	10	1	10.00		Requires Acknowledgment										
094529-2	1	4	09-Feb-2024 14:29:25	Goods		hidden Lake 1.5	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	10	1	10.00		Requires Acknowledgment										
094529-2	1	3	09-Feb-2024 14:29:25	Goods		hidden Lake 1.5	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	10	1	10.00		Requires Acknowledgment										

Cancel Apply Export

6.10 Click on Apply

Quantity Ordered: Price:

Personalize "PO Shipments"

Select Shipments:

PO	Select Number	Line	Shipment Order Date	Type	Item/Job Description	Location	Promised Date	Head-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
694614	1	1	05-Feb-2024 13:59:02	Goods		Hidden Lake 1.5	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	10		1	10.00		Requires Acknowledgment		Change	Change				
694614	2	1	05-Feb-2024 13:59:02	Goods		Hidden Lake 1.5	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	20		1	20.00		Requires Acknowledgment		Change	Change				
694614	3	1	05-Feb-2024 13:59:02	Goods		Hidden Lake 1.5	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	30		1	30.00		Requires Acknowledgment		Change	Change				
694614	4	1	05-Feb-2024 13:59:02	Goods		Hidden Lake 1.5	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	40		1	40.00		Requires Acknowledgment		Change	Change				
694614	5	1	05-Feb-2024 13:59:02	Goods		Hidden Lake 1.5	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	50		1	50.00		Requires Acknowledgment		Change	Change				
694614	6	1	05-Feb-2024 13:59:02	Goods		Hidden Lake 1.5	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	60		1	60.00		Requires Acknowledgment		Change	Change				
694614	7	1	05-Feb-2024 13:59:02	Goods		Hidden Lake 1.5	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	70		1	70.00		Requires Acknowledgment		Change	Change				
694614	8	1	05-Feb-2024 13:59:02	Goods		Hidden Lake 1.5	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	80		1	80.00		Requires Acknowledgment		Change	Change				
694614	9	1	05-Feb-2024 13:59:02	Goods		Hidden Lake 1.5	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	90		1	90.00		Requires Acknowledgment		Change	Change				
694614	10	1	05-Feb-2024 13:59:02	Goods		Hidden Lake 1.5	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	10		1	10.00		Requires Acknowledgment		Change	Change				

Select Shipments:

This message will be displayed.

Information

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

- 6.11 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

Order Date

Buyer

Item

6.12 Click on **Select All**.

Personalize "PO Lines"

Select Lines:

Select	PO Number	Line Buyer	Order Date	Type	Item/Job Description	UOM	Qty	Currency	Price	Amount	Supplier Item	Status	Global Agreement ID	Supplier Config	Attachments	Reason
☒	694612	1	05-Feb-2024 14:18:36	C		Meter	10	USD	10.00			Open				
☒	694612	2	05-Feb-2024 14:18:36	C		Meter	20	USD	20.00			Open				
☒	694612	3	05-Feb-2024 14:18:36	C		Meter	30	USD	30.00			Open				
☒	694612	4	05-Feb-2024 14:18:36	C		Meter	40	USD	40.00			Open				
☒	694612	10	05-Feb-2024 14:18:36	C		Meter	10	USD	10.00			Open				
☒	694612	6	05-Feb-2024 14:18:36	C		Meter	60	USD	60.00			Open				
☒	694612	7	05-Feb-2024 14:18:36	C		Meter	70	USD	70.00			Open				
☒	694612	8	05-Feb-2024 14:18:36	C		Meter	80	USD	80.00			Open				
☒	694612	9	05-Feb-2024 14:18:36	C		Meter	90	USD	90.00			Open				
☒	694612	5	05-Feb-2024 14:18:36	C		Meter	50	USD	50.00			Open				

Select Lines:

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

Advanced Search

Personalize "Advanced Search"

Personalize Advanced Search: (unselected)

Show table data when all conditions are met.

Show table data when any condition is met.

PO Number:

Order Date:

Buyer:

Item:

☒ **Default Values**

☒ TIP You can apply default values to selected rows

Price:

Supplier Item:

Reason:

Personalize "PO Lines"

Select Lines:

Select	PO Number	Line Buyer	Order Date	Type	Item/Job Description	UOM	Qty	Currency	Price	Amount	Supplier Item	Status	Global Agreement ID	Supplier Config	Attachments	Reason
☐	694612	1	05-Feb-2024 14:18:36	Goods		Meter	10	USD	10.00			Open				
☐	694612	2	05-Feb-2024 14:18:36	Goods		Meter	20	USD	20.00			Open				
☐	694612	3	05-Feb-2024 14:18:36	Goods		Meter	30	USD	30.00			Open				
☐	694612	4	05-Feb-2024 14:18:36	Goods		Meter	40	USD	40.00			Open				
☐	694612	10	05-Feb-2024 14:18:36	Goods		Meter	10	USD	10.00			Open				
☐	694612	6	05-Feb-2024 14:18:36	Goods		Meter	60	USD	60.00			Open				
☐	694612	7	05-Feb-2024 14:18:36	Goods		Meter	70	USD	70.00			Open				
☐	694612	8	05-Feb-2024 14:18:36	Goods		Meter	80	USD	80.00			Open				
☐	694612	9	05-Feb-2024 14:18:36	Goods		Meter	90	USD	90.00			Open				
☐	694612	5	05-Feb-2024 14:18:36	Goods		Meter	50	USD	50.00			Open				

Select Lines:

6.14 Price will be updated on all the selected lines.

Default Values

☒ TIP You can apply default values to selected rows

Price:

Supplier Item:

Reason:

Personalize "PO Lines"

Select Lines:

Select	PO Number	Line Buyer	Order Date	Type	Item/Job Description	UOM	Qty	Currency	Price	Amount	Supplier Item	Status	Global Agreement ID	Supplier Config	Attachments	Reason
☒	694612	1	05-Feb-2024 14:18:36	Goods		Meter	10	USD	10.00			Open				Price change
☒	694612	2	05-Feb-2024 14:18:36	Goods		Meter	20	USD	20.00			Open				Price change
☒	694612	3	05-Feb-2024 14:18:36	Goods		Meter	30	USD	30.00			Open				Price change
☒	694612	4	05-Feb-2024 14:18:36	Goods		Meter	40	USD	40.00			Open				Price change
☒	694612	10	05-Feb-2024 14:18:36	Goods		Meter	10	USD	10.00			Open				Price change
☒	694612	6	05-Feb-2024 14:18:36	Goods		Meter	60	USD	60.00			Open				Price change
☒	694612	7	05-Feb-2024 14:18:36	Goods		Meter	70	USD	70.00			Open				Price change
☒	694612	8	05-Feb-2024 14:18:36	Goods		Meter	80	USD	80.00			Open				Price change
☒	694612	9	05-Feb-2024 14:18:36	Goods		Meter	90	USD	90.00			Open				Price change
☒	694612	5	05-Feb-2024 14:18:36	Goods		Meter	50	USD	50.00			Open				Price change

Select Lines:

6.15 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	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	3	40.00		Open				Price change
☒	694617	10	05-Feb-2024 14:18:36	Goods			Meter	10	USD	3	10.00		Open				Price change
☒	694617	6	05-Feb-2024 14:18:36	Goods			Meter	60	USD	3	60.00		Open				Price change
☒	694617	7	05-Feb-2024 14:18:36	Goods			Meter	70	USD	3	70.00		Open				Price change
☒	694617	8	05-Feb-2024 14:18:36	Goods			Meter	80	USD	3	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: [Apply Default Values](#)

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

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

Purchase Orders	Agreements	Purchase History	Deliverables	View Requests	RFQ
Orders: Purchase Orders >					
<i>i</i> 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	
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	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	
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 Transit Time ASN Instructions Drop Ship Instructions AFL ROUTING GUIDE			

6.17 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 681161 has been submitted for approval.

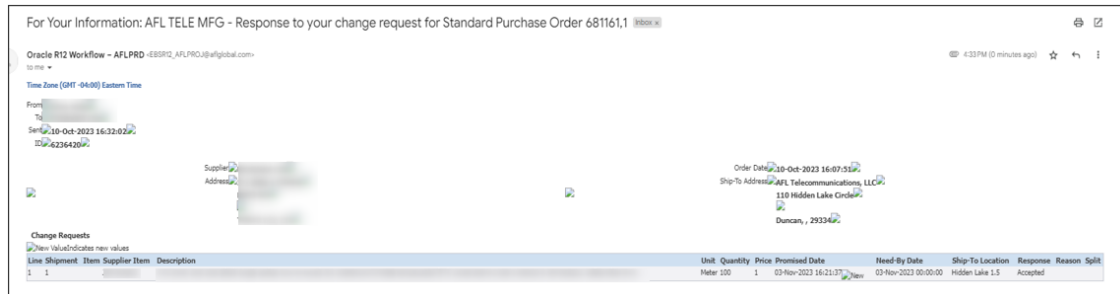
- Navigate to **Orders** tab and **Purchase Orders**. The PO# will be in Status column with **Supplier Change Pending** notice – waiting for Buyer approval.



Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
681161	2	AFL TELE MFG	Standard PO	Work instructions to Initial Acknowledgment of PO#	19-Oct-2023 16:08:32		USD	350.00	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.

6.18 Supplier will receive an email with Buyer Initial Acceptance/Rejection lines and a second email to log into iSupplier portal and accept changes.



For Your Information: AFL TELE MFG - Response to your change request for Standard Purchase Order 681161,1

Oracle R12 Workflow - AFLPRD-681161_AFLPROJ@aflglobal.com

Time Zone (GMT -04:00) Eastern Time

From: [Redacted]
To: [Redacted]
Sent: 19-Oct-2023 16:32:02
Subject: 681161

Order Date: 19-Oct-2023 16:08:32
Ship-To Address: AFL Telecommunications, LLC
110 Hidden Lake Circle
Duncan, 29334

Change Requests

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	03-Nov-2023 16:21:37	03-Nov-2023 00:00:00	Hidden Lake 1.5	Accepted		

6.19 Navigate to the iSupplier Portal. Go to **Home** page and click on **Orders, Purchase Orders**. Select purchase order and click on **View Change History**.

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

Acknowledge By

Attachments

681161

2

AFL TELE MFG

Standard PO

AFL Accept/Reject Work instructions from Buyer and Supplier.

10-Oct-2023 13:58:35

USD

60.00

Accepted

19-Oct-2023 00:00:00

Orders: Purchase Orders >

Change History for Standard Purchase Order: 681161

Currency: USD

Indicates new values

Indicates cancellation

Details

Request Date

Line

Shipment

Item

Supplier Item

Description

Qty

UOH

Rate

Price /

Amount

Promised Date

Need-By Date

Start Date

End Date

Supplier Order Number

Supplier Order Line Number

Additional Changes

Cancellation Split Request

Response

Show

10-Oct-2023 16:23:28

1

Meter

03-Nov-2023 16:21:37

03-Nov-2023 00:00:00

No

No

Accepted

Return to Orders: Purchase Orders