

# 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 <u>Please click here to Respond</u>. Click the link to go to the iSupplier page.

		Action Required: AFL TELE MFG - Standard Purchase Order 681161,0 requires your acceptance 🔤
		Oracle R12 Workflow - AFLPRD <ebsr12_aflproj@aflglobal.com> to me,</ebsr12_aflproj@aflglobal.com>
		Time Zone (GMT -04:00) Eastern Time
	[	From To Serit 10-OCT-2023 16:10:15 JD 6:2364:18 Please log to ARI. Supplier Portal to review and addinowledge this PO. Note that you will have to admowledge each PO Shipment Line. Please click here to Respond
		2 Attachments • Scanned by Gmail ①
o		Notification Detai 🗾 190 81 681161 0 📨



- 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#.

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Nome Orders shipments Finance Product Admin Assessments			
A Warning			
Low-level Diagnostic Logging is turned on. This may temporarily reduce performance.			
Notifications		Planning	
Full List		Orders	
Subject	Date	Agreements     Purchase Orders	
PL TELE MFG - Statistic Purchase Order 681098-0 resultes your acceptance ARL TELE MFG - Statistic Purchase Order 681094-2 resulting your acceptance	06-Sep-2023 17:28:23 06-Sep-2023 12:08:48	Purchase History	
AL TELE MFG - Barriet Release 61(08-2), requires your acceptance	01-Sep-2023 14:53:50	Shipments	
AFL TELE MFG - Blanket Release 681082-1-1 requires your acceptance	01-Sep-2023 14:42:18	Overdue Receipts	
AFL_TELE_MFG - Standard Purchase Order 681077.4 requires your acceptance	01-Sep-2023 14:25:18	<ul> <li>Advance Shipment Notices</li> </ul>	
		Receipts	
The Andrew Mith Discourse		Eccurs	
Unders at a clance		On-Time Performance	
PO Number Description	Order Date	Invoices	
681098	06-Sep-2023 17:28:04	• INVESTO	
581097	06-Sep-2023 14:54:46	Payments	
681096	06-Sep-2023 13:26:37	- La Automa	
601095	06-Sep-2023 13:26:34		
22.022	00-54p-2023 12:07:56		
B Shipments At A Glance			
Full List			
Shipment Number Packing Slip Shipment Date			
65/K_allowing 05-Sep-2023 12:19:	48		
BITLER SPEAK	:06		
ASNELAN 112 23-Aug-2023 11:40	00		
DROPSHIPASN 108 23-Aug-2023 09:54	:19		
Home Orders Shioments Finance I	Product Admin Assessments Home Looput Preferences Help		
Privacy Statement			Copyright (c) 2008, Oracle. All rights reserved.

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

Change Multiple Purchase Orders			
Lines Supports	Cancel	Apply	Export
Personalize Stack Lawork (Changebie Container)			
Advanced Search			
Proceedings Zeleance of earns' Proceedings Zeleance and Constraints and Const			Views
TIP for an apply default values to selected rows     Premised Date     Quartety to deterd     Price     Price			
Select Shipments: 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	
	Cancel Apply Export
Unes Shipments	
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Views	
Wew         Submetts Requiring Admoviedgement. ✓         Go.	Advanced Search
Default Values	
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Personalize 'PO Shoments' Select Shipments' [Apply Default Values	



#### 6.6 Click on Select All

Persenalize Advanced Sarch' Development	Views
Show table data when all conditions are met.	
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PO Number is w Roasta	
order Date is 🗸	
(example: 25-Jan-2024)	
Buyer is 🗸	
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7158	
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Select Shipments: Apply Default Values	
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JEELINE JEELINEE	

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

-	Defau	ilt Valu	les																						
~	IP Yo	u can a	apply	r default va	lues to selected i	ows	Promised Date 08-Mar-2024 14:38	:00 🔤										Reas Acti	on [ on (	Change Change ✔					
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Sele	ct Shi	ipmen	ts:	Apply De	fault Values																				
Sele	PO ct Nu	mber	Line	ne Shipmer	t Order Date 🔻	Туре	Item/Job Description	Location	Promised Date	Need-By Date	UOM	Ordered	Received I	rice	Amount	Supplier Order Line	Status	Attachments	Split	Reason Actio	ns	Vendor Approval	Acknowledged Ship Date	Shipment Tracking Number	Actual Ship Date
	694	<u>1529-2</u>	1	1	09-Feb-2024 14:29:25	Goods		Hidden Lake 1.5		08-Mar- 2024 00:00:00	Meter	10		1	10.00		Requires Acknowledgment		28		*				
	694	1529-2	1	2	09-Feb-2024 14:29:25	Goods		Hidden Lake 1.5		08-Mar- 2024 00:00:00	Meter	10		1	10.00		Requires Acknowledgment		8		~				
	694	1529-2	1	5	09-Feb-2024 14:29:25	Goods		Hidden Lake 1.5		08-Mar- 2024 00:00:00	Meter	10		1	10.00		Requires Acknowledgment		8		*				
	694	<u>1529-2</u>	1	4	09-Feb-2024 14:29:25	Goods		Hidden Lake 1.5		08-Mar- 2024 00:00:00	Meter	10		1	10.00		Requires Acknowledgment		8		~				
	694	1529-2	1	3	09-Feb-2024 14:29:25	Goods		Hidden Lake 1.5		08-Mar- 2024 00:00:00	Meter	10		1	10.00		Requires Acknowledgment		8		~				
																							Cancel	Apply	Export

- 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.

Personalize Stack Lavout: (ChangeShipContainer)							
Advanced Search							
Personalize:     Softwarded Sector:       Parsonalize:     Softwarded Sector:       O Show table data:     Softwarded Sector:       P Nomber:     B       RO Rubber:     B       Profer Data:     B       Bore:     B <th></th> <th></th> <th></th> <th></th> <th></th> <th>Views</th> <th>8</th>						Views	8
Default Values							
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the second se							
PO Salect Number Line Chinesent Order Date Z. Tune Them / Job Description	Location Bromicad Data	Need-By	Supplier Order	Status Attachments Co	lit Reason Actions	Vendor Acknowledged Tracking Ship Approval Ship Date Number Date	Jal J
Sector number of the sector of	Hidden Lake 1.5	08-Mar- 2024 00:00:00	1 10.00	Requires Acknowledgment	Change Change V	Approval Ship Date Humber Date	
694538-2 1 2 09-Feb-2024 Goods	Hidden 08-Mar-2024 00:00:0	08-Mar- Meter 10 2024 00:00:00	1 10.00	Requires Acknowledgment	Change Change 🗸		
694538-2 1 5 09-Feb-2024 Goods	Hidden 08-Mar-2024 00:00:0	08-Mar- Meter 10 2024 00:00:00	1 10.00	Requires Acknowledgment	Change Change 🗸		
5945339-2 1 4 09-Feb-2024 Goods	Hidden Lake 1.5	08-Mar- 2024 00:00:00	1 10.00	Requires Acknowledgment	Change Change 🗸		
694538-2 1 3 09-Feb-2024 Goods	Hidden Lake 1.5	08-Mar- 2024 00:00:00	1 10.00	Requires Acknowledgment	Change Change 🗸		
						Cancel Apply Expo	ort

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## 6.10 Click on Apply

						Quantity Ordered Price	_									ACD	on (	Change V					
erson	lize "P	O Ship	oments"																				
selec	Shipn	nents	: Apply De	fault Values																			
Select	AL S	elect N	None																				
Selec	PO Numb	er Li	ine Shipmen	t Order Date 🛩	Type I	tem/Job Description	Location	Promised Date	Need-By Date	UOM	Ordered R	eceived Prid	e Am	Supplier Order	Status	Attachments 5	Split	Reason	Actions	Vendor Approval	Acknowledged Ship Date	Shipment Tracking Number	Actual Ship Date
	694614	4 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	10.00	Requires Acknowledgment		8	Change	Change >	•			
	694614	4 2	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	20		1	20.00	Requires Acknowledgment		8	Change	Change 🗸	•			
	<u>69461</u> 4	4 3	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	30		1	30.00	Requires Acknowledgment		8	Change	Change ~				
	<u>69461</u> 4	4	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	40		1	40.00	Requires Acknowledgment		8	Change	Change ~	1			
	<u>69461</u> 4	4 5	1	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		CC2	Change	Change 🗸	•			
	<u>69461</u> 4	9 6	1	05-Feb-2024 13:59:02	Goods		Hidden Lake 1.5	08-Mar-2024 00:00:0	23-Feb- 2024 00:00:00	Meter	60		1	50.00	Requires Acknowledgment		CC C	Change	Change 🗸	•			
	694614	9 7	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	70		1	70.00	Requires Acknowledgment		C <sup>2</sup>	Change	Change 🗸				
	<u>69461</u> 4	4 8	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	80		1	80.00	Requires Acknowledgment		28	Change	Change 🗸	1			
	694614	9	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		28	Change	Change 🗸				
	<u>69461</u> 4	4 10	0 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	10.00	Requires Acknowledgment		C <sup>2</sup>	Change	Change 🗸	•			
Selec	Shipn	nents	a: Apply De	fault Values																			
																					Cancel	Apply	Expor

## This message will be displayed.

Information	
Purchase Order 694614 : - Change Request has b	een 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 is Order Date is (example: 25-Jan-2024)
Buyer is V
Item is 🗸
Go Clear Add Another Buyer V Add



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## 6.12 Click on Select All.

Person	alize "PO Lir	165											
Selec	t Lines: 📝	pply Default Va	lues										
Select	All Select	None											
	PO									Sup	oplier Config		
Selec	tNumber	Line Buyer	Order Date V	Type Item/Job Description	0	OM Q	ty currency	Price Ar	iount Supplier Item	Status Global Agreement ID		Attachments Reason	_
	694617	1	05-Feb-2024 14:18:36	C	м	eter	10 USD	1	10.00	Open			_
	<u>694617</u>	2	05-Feb-2024 14:18:36	(	м	eter :	20 USD	1	20.00	] Open			
	<u>694617</u>	3	05-Feb-2024 14:18:36	(	М	eter :	30 USD	1	30.00	Open			
	<u>694617</u>	4	05-Feb-2024 14:18:36	c	М	eter	40 USD	1	40.00	Open			
	<u>694617</u>	10	05-Feb-2024 14:18:36	(	м	eter	10 USD	1	10.00	Open			
	<u>694617</u>	6	05-Feb-2024 14:18:36	C	м	eter	60 USD	1	60.00	Open			
	694617	7	05-Feb-2024 14:18:36	C	м	eter :	70 USD	1	70.00	Open			
	<u>694617</u>	8	05-Feb-2024 14:18:36	(	м	eter	80 USD	1	80.00	] Open			
	694617	9	05-Feb-2024 14:18:36	¢	м	eter	90 USD	1	90.00	Open			
	<u>694617</u>	5	05-Feb-2024 14:18:36	C	м	eter :	50 USD	1	50.00	Open			
Selec	t Lines: 4	only Default Va	lues										

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

Reason Price duringe
Reason Price charge
Reason [Price durings
Supplier Config
UOM Qty Currency Price Amount Supplier Item Status Global Agreement ID Attachments Reason
Nexe 10 030 1 10.00 Open
Meter 20 USD 1 20.00 Open
Meter 30 USD 1 30.00 Open
Meter 40 USD 1 40.00 Open
Meter 10 USD 1 10.00 Open
Meter 60 USD 1 60.00 Open
Meter 70 USD 70.00 Open
Meter 80 USD 80.00 Open
Meter 90 USD 1 90.00 Open
Meter 50 USD 1 50.00 Open

6.14 Price will be updated on all the selected lines.

3 1	Default Values														
<u>م</u>	TTP You can apply default values to selected rows     Price      Suppler Item														
Sele	destruss - Manuel														
Sele	State tall Select tione														
Sala	PO ct Number	Line	Buwar	Order Date 7	Type Item/Job Description					104 01	o Currency	Price Amount Supplier II	am Statue G	Supplier Confi	Attachments Reason
	694617	1	buyer	05-Feb-2024 14:18:36	Goods					Meter 1	0 USD	3 10.00	Open		Price change
	694617	2		05-Feb-2024 14:18:36	Goods					Meter 2	0 USD	3 20.00	Open		Price change
	694617	3		05-Feb-2024 14:18:36	Goods					Meter 3	0 USD	3 30.00	Open		Price change
	694617	4		05-Feb-2024 14:18:36	Goods					Meter 4	IO USD	3 40.00	Open		Price change
	694617	10		05-Feb-2024 14:18:36	Goods					Meter 1	0 USD	3 10.00	Open		Price change
	694617	6		05-Feb-2024 14:18:36	Goods					Meter 6	0 USD	3 60.00	Open		Price change
	<u>694617</u>	7		05-Feb-2024 14:18:36	Goods					Meter 7	0 USD	3 70.00	Open		Price change
	694617	8		05-Feb-2024 14:18:36	Goods					Meter 8	io USD	3 80.00	Open		Price change
	694617	9		05-Feb-2024 14:18:36	Goods					Meter 9	io USD	3 90.00	Open		Price change
	694617	5		05-Feb-2024 14:18:36	Goods					Meter 5	0 USD	3 50.00	Open		Price change
Sele	ct Lines:	lpply (	Default Value	5											
															Cancel Apply Export



#### 6.15 Click on Apply.

Persona	Personality "PO Lines"												
Select	Select Lines: Apply Default Values												
Select	Seict All Seict Rose												
Select	PO Number	Line Buyer	Order Date 🔻	Type Item/Job Description	UOM	Oty Currency Pr	rice Amount Supplier Iter	Supplier Con Status Global Agreement ID	Attachments Reason				
	<u>694617</u>	1	05-Feb-2024 14:18:36	Goods	Meter	10 USD	3 10.00	Open	Price change				
	<u>694617</u>	2	05-Feb-2024 14:18:36	Goods	Meter	20 USD	3 20.00	Open	Price change				
	<u>694617</u>	3	05-Feb-2024 14:18:36	Goods	Meter	30 USD	3 30.00	Open	Price change				
	<u>694617</u>	4	05-Feb-2024 14:18:36	Goods	Meter	40 USD	3 40.00	Open	Price change				
	<u>694617</u>	10	05-Feb-2024 14:18:36	Goods	Meter	10 USD	3 10.00	Open	Price change				
	<u>694617</u>	6	05-Feb-2024 14:18:36	Goods	Meter	60 USD	3 60.00	Open	Price change				
	<u>694617</u>	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				
	<u>694617</u>	5	05-Feb-2024 14:18:36	Goods	Meter	50 USD	3 50.00	Open	Price change				
Select	Lines: A	pply Default Val	ues										
									Cancel Apply Export				

## 6.16 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									
<b>F</b> 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							
		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 AEL PO Document for Shin To City. State							
Origin State	MA	2) Click on the dron down hox and select Origin State/Shin from State							
Ship Method	ITI	3) Click on the drop down hox 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 🛞 : •							

- 6.17 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.





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

Views							
View Al Durchate Orders							ranced Search
						762	ranced search
Select Order: Acknowledge. Request Cancellation Request Changes. View Change History						O Previous 1-2	5 👻 <u>Next 25</u> 🕑
Select PO Number Rev Operating Unit Document Type Description	Order Date	Buyer	Currency	Amou	Status	Acknowledge By	Attachments
SEII61 9 AFL TELE MFG Standard PO Work instructions to Initial Acknowledgment of PO#	10-Oct-2023 16:08:32		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.
- 6.18 Supplier will receive an email with Buyer Initial Acceptance/Rejection lines and a second email to log into iSupplier portal and accept changes.



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									Adva	anced Search
Select Order: Arknowledge Request Cancellation Request Changes View Change History									O Previous 1-25	V Next 25 (2)
Select PO Number Rev Operating Unit Document Type Description		01	der Date	Buver	Currency	Amount	Status	Ac	knowledge By	Attachments
681157 2 AFL TELE MFG Standard PO AFL Accept/Relect Work instructions from Buver and Supplier.		10	-Oct-2023 13:58:35	buju	USD	60.00	Accepted	19-	Oct-2023 00:00:00	recountering
				f						
Orders: Purchase Orders >										
Change History for Standard Purchase Order: 681161										
Currency=USD										Ok
口 Indicates new values Indicates cancellation										
Supplier	Price /			Start	End Supp	lier Order	Supplier Order	Additional	Cancellation	
Details Request Date Line Shipment Item Item Description	Meter Meter	03-Nov-2023 16:21:37	03-Nov-2023 00:00	:00	Date Num	ber	Line Number	Changes	No No	Accepted
Return to Orders: Purchase Orders										Ok