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.

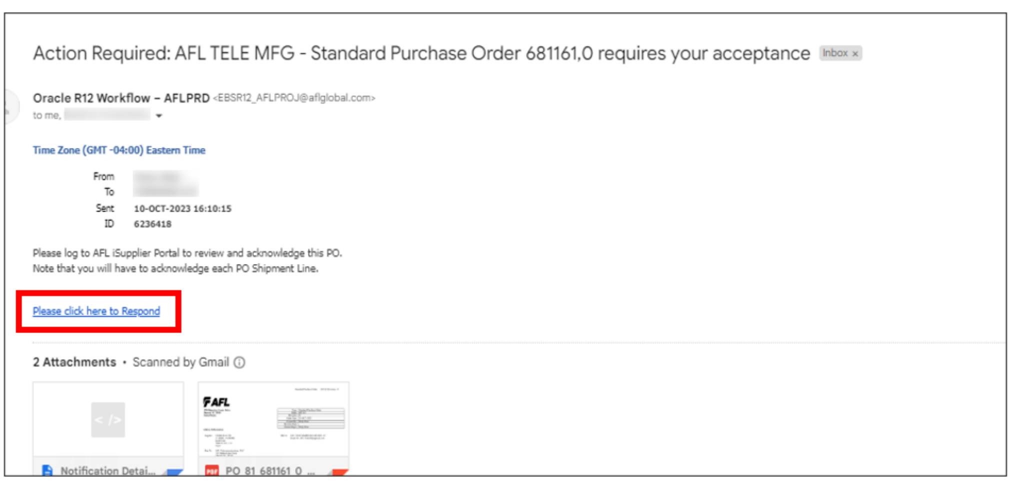
5. Requirements

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

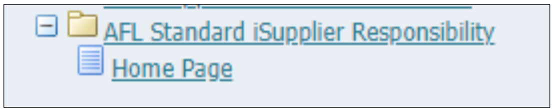
6.1 Supplier will Receive an email from Buyer saying there is a Standard Purchase Order that requires acknowledgement.

- 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.

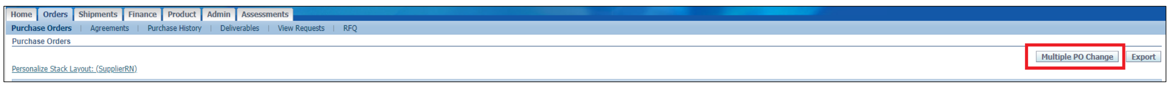


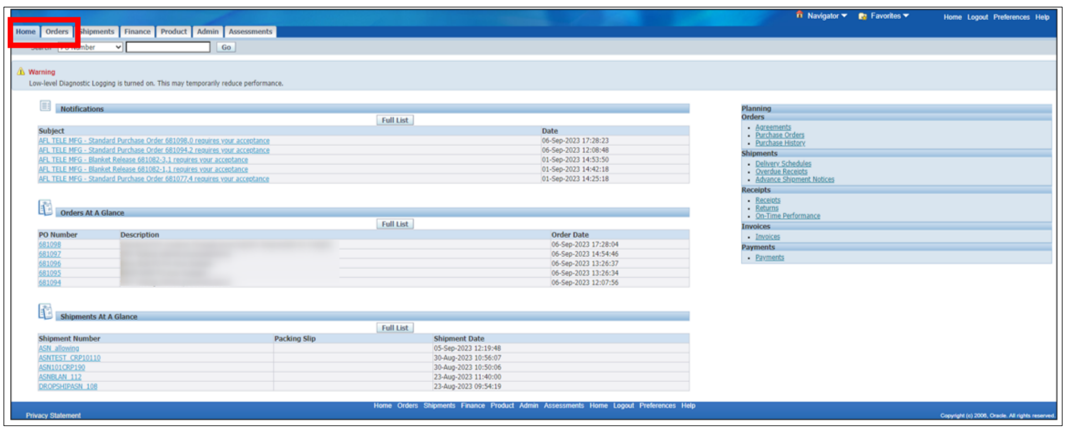
6.2 Navigate to the **AFL Standard iSupplier Responsibility**.

6.3 Double click the **Home Page** function.

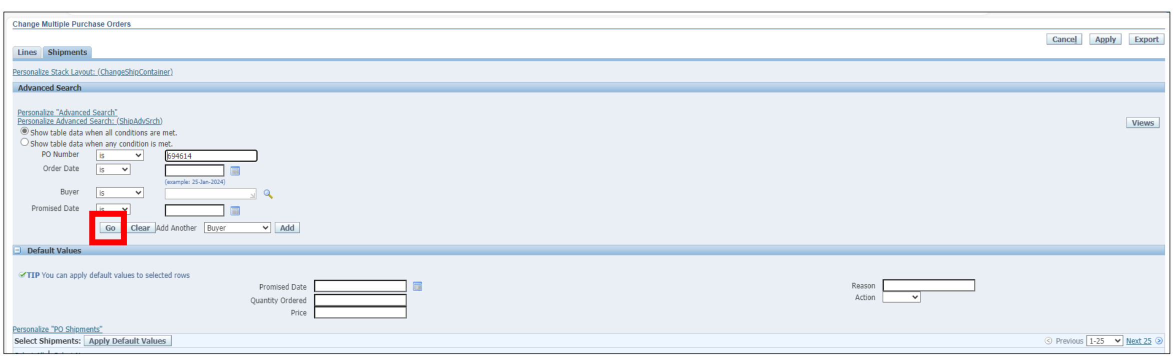


6.4 Click on the **Orders** tab and click on **Multi PO Change** and **View**, **Purchase Orders** to **Acknowledge** or click on **Advanced Search** to search for particular PO#.

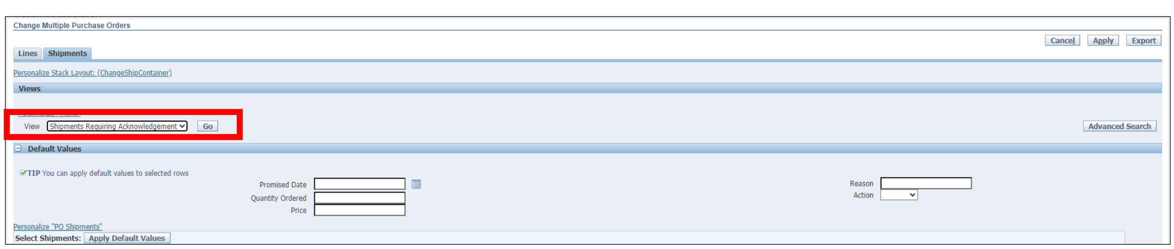




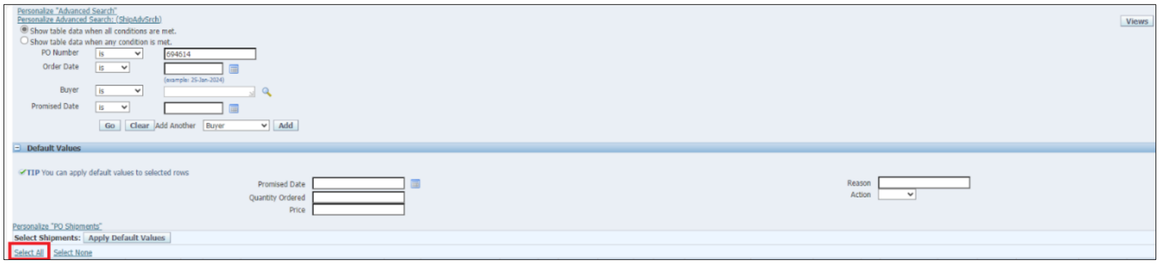
6.5 Complete the fields as required and click the **Go** button to display the PO Details.



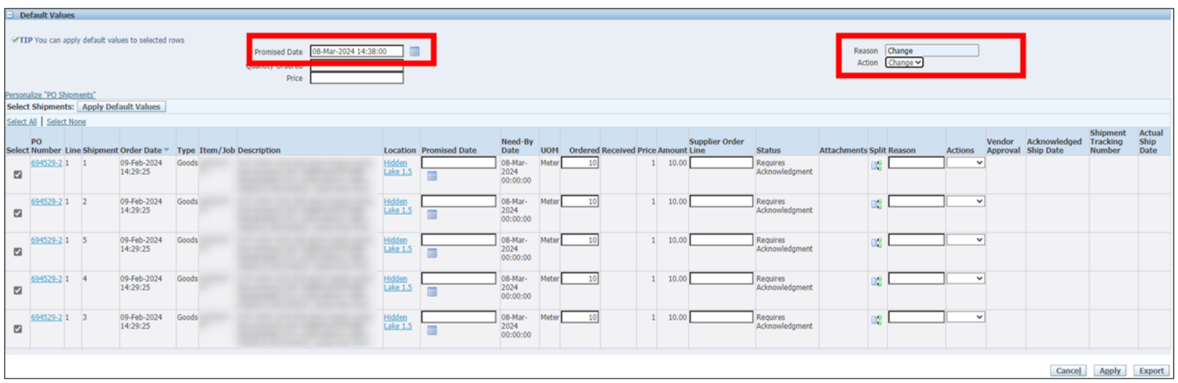
Or click on **View Shipments Requiring Acknowledgment** and then click **Go**.



6.6 Click on Select All

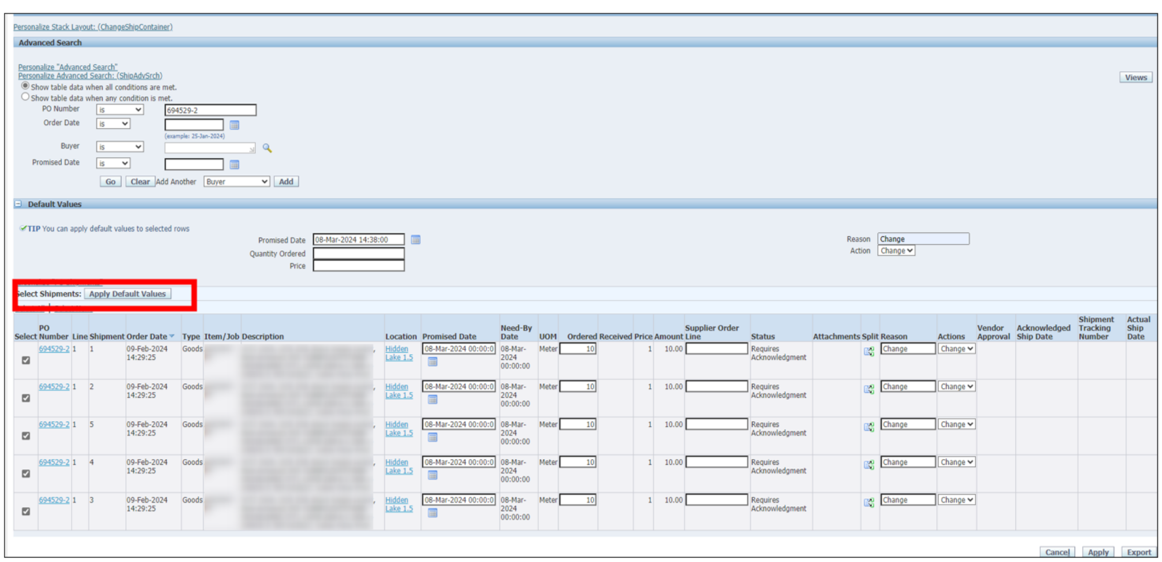


6.7 To mass update, select the **Promised Date**, **Reason** and **Action**.

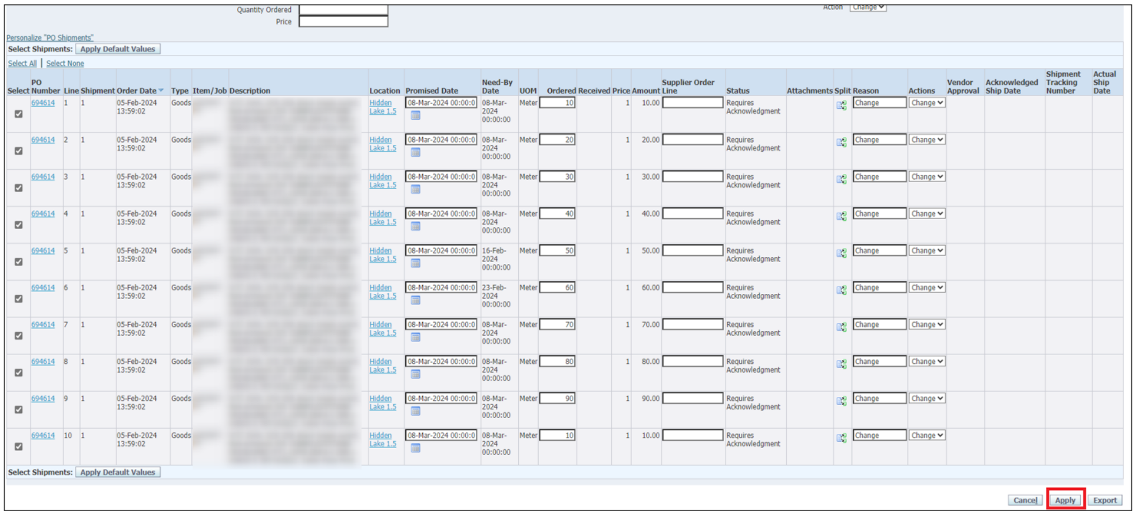


6.8 Enter the **Promised Date**. In the **Action** menu, select **Change** from the drop-down menu and enter the **Reason** at shipment line level.

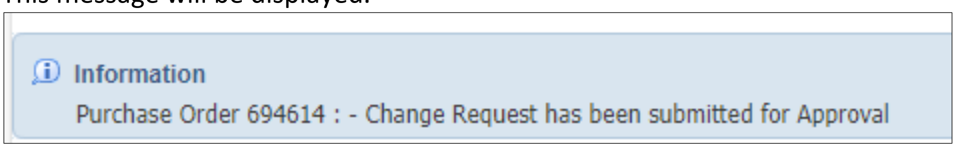
6.9 Click on **Apply Default Values** to populate values for all shipment lines.



6.10 Click on Apply

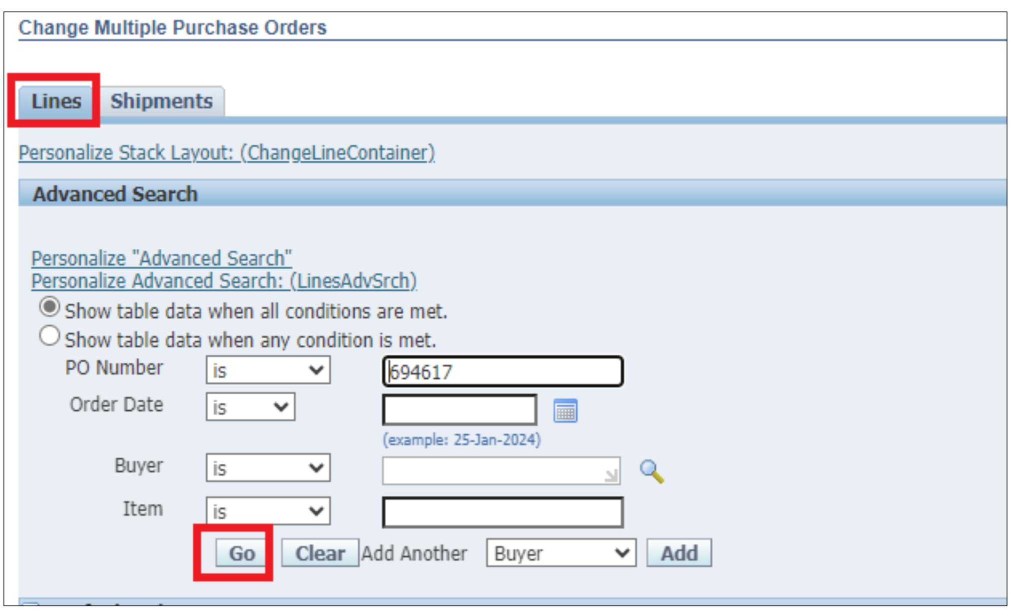


This message will be displayed.

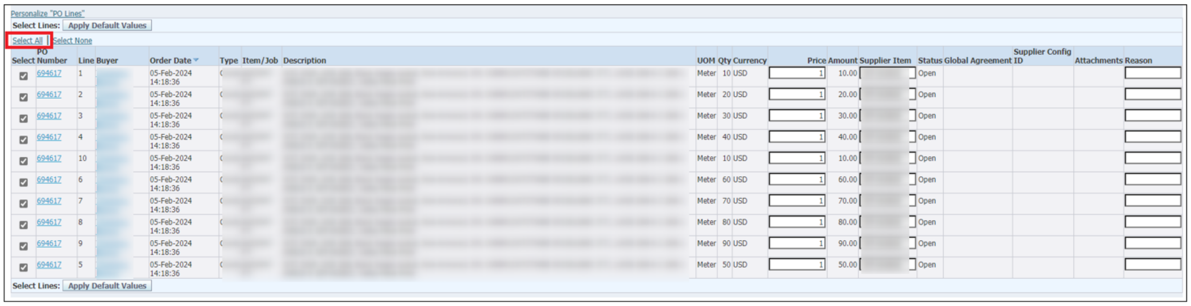


6.11 To use the Multi PO option if the price needs to be updated for all the PO lines, the first PO number should be acknowledged using the steps above. The buyer needs to acknowledge it to allow the price to be updated.

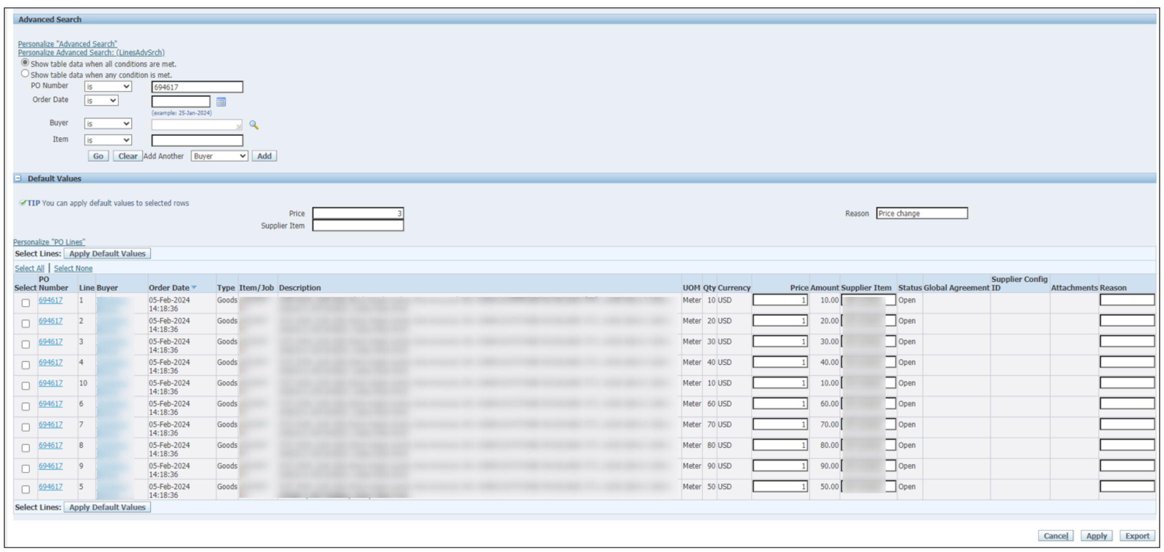
Click on the **Lines** tab and enter the PO Number. Then click **Go**.



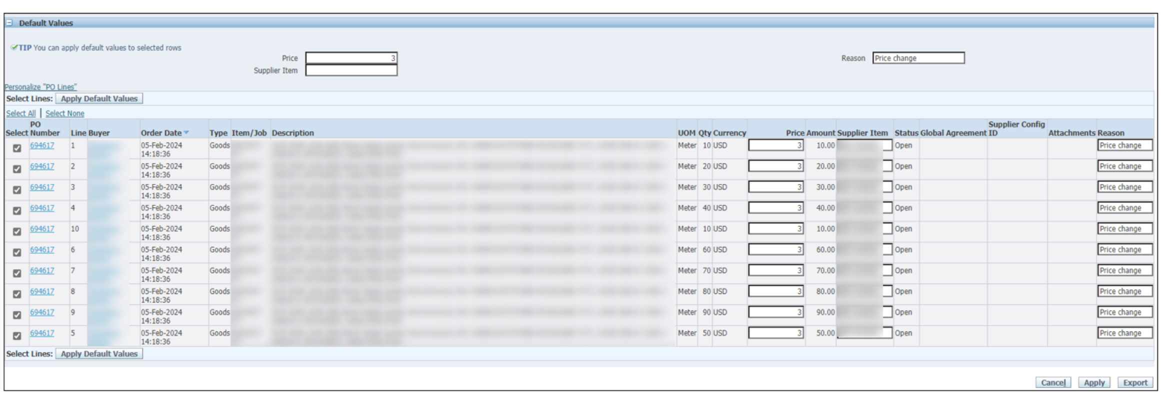
6.12 Click on **Select All**.



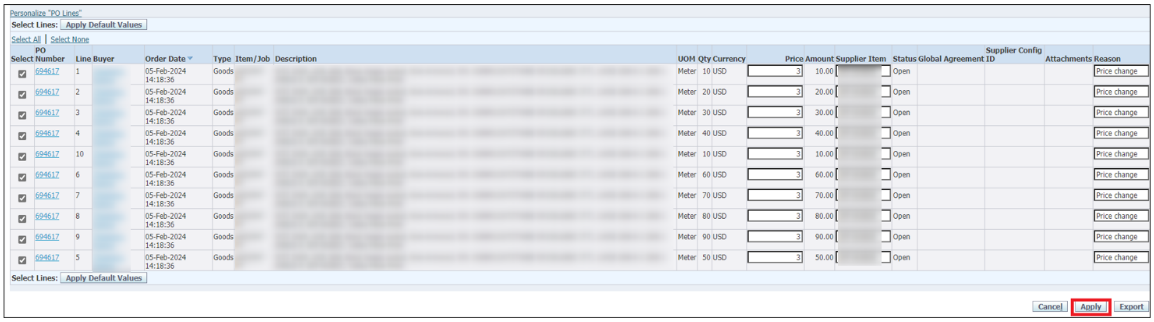
6.13 Select **Price Change** as the **Reason** for the change. Then click on **Apply Default Values**.



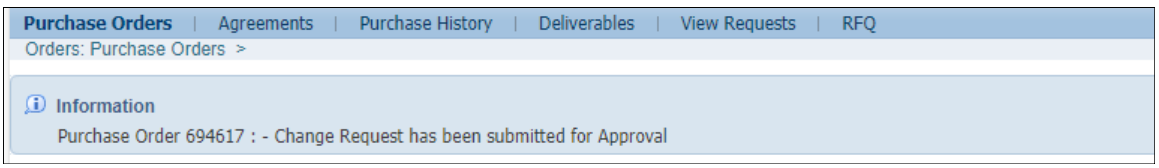
6.14 Price will be updated on all the selected lines.



6.15 Click on **Apply**.



6.16 Mass update of price changes will be submitted for Buyer 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

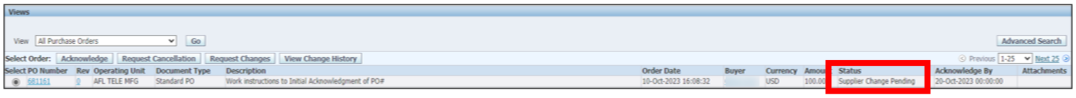
6.17 Once **Details** are populated for all the required fields such as **Promised Date**, **New Acknowledged Ship Date**, **Action** and **Reason**, click **Submit** at bottom of the page.

- This message will be displayed once change is submitted by supplier.

Change Order Confirmation

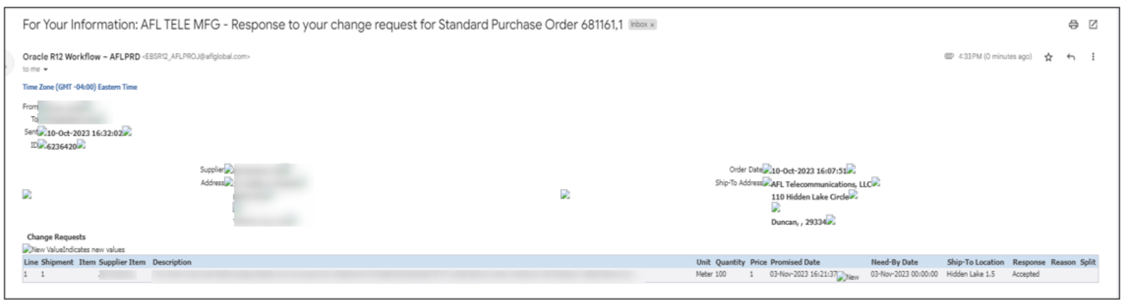
Change Request for Purchase Order 681161 has been submitted for approval.

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



- **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**.