

End-user Requirements – Approve/Reject Supplier Changes for both Standard and Blanket Releases Using 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 Accept or Reject changes.

2. Scope

2.1. This procedure applies to all Buyers and 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 the Supplier and populate the Promise Date.

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.

| | AFL TELE MFG - Standard Purchase C | order 681157,0 requires your acceptance Record | |
|---|---|---|------------------------------|
| : | Oracle R12 Workflow - AFLPRD -EBSRQ_AFLPRCJ@urlpice to me, + | a con- | @ Mon, Oct 9, 425PM (19 hour |
| | From: | | |
| | Please log to AFL iSupplier Portal to review and acknowledge to Note that you will have to acknowledge each PO Shipment Line | | |
| | Time Zone (GMT -04 | :00) Eastern Time | |
| | From | 100.000 | |
| | То | NUMBER OF THE OWNER OWNER OF THE OWNER | |
| | Sent | 10-OCT-2023 12:12:50 | |
| | ID | 6236406 | |
| | - | upplier Portal to review and acknowledge this PO. we to acknowledge each PO Shipment Line. | |
| | Please click here to I | Respond | |



- 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 Number.

| e Orders Shipments Finance Product Admin Assessments | | | _ |
|--|---|--|----------|
| hase Orders Agreements Purchase History Deliverables View Requests RFQ | | | |
| nase Orders | | | |
| | | Multiple PO | D Change |
| analize Stack Layout: (SupplierRN) | | | |
| | | | |
| | | | |
| | | | |
| | | n Navigator V 📚 Favorites V Home Locout Preferences Help | |
| | | 🕫 Navigator 🕶 🍙 Favorites 🍽 Home Logout Preferences Help | |
| me Orders hipments Finance Product Admin Assessments | | | |
| Go Go | | | |
| | | | |
| Warning | | | |
| Low-level Diagnostic Logging is turned on. This may temporarily reduce performance. | | | |
| Notifications | | Planning | |
| Notifications | Full List | Orders | |
| Subject | Date | Agreements Parchase Orders | |
| AFL TELE MEG - Standard Purchase Order 681098.0 requires your acceptance | 06-5ep-2023 17:28:23 | Parchase History | |
| AFL TELE MFG - Standard Purchase Order 681094.2 resultes your acceptance AFL TELE MFG - Blanket Release 681082-3.1 requires your acceptance | 06-Sep-2023 12:08:48 01-Sep-2023 14:53:50 | Shipments | |
| AFL TELE MFG - Blanket Release 681082-1.1 requires your acceptance | 01-Sep-2023 14:42:18 | Delivery Schedules Overdue Receipts | |
| AFL TELE MEG - Standard Purchase Order 681077.4 requires your acceptance | 01-Sep-2023 14:25:18 | Advance Shipment Notices | |
| | | Receipts Receipts | |
| Orders At A Glance | | Returns | |
| Orders ALA Glarice | Full List | On-Time Performance Invoices | |
| PO Number Description | Order Date | Invoices | |
| 681098 | 06-Sep-2023 17:28:04 | Payments | |
| <u>681097</u> 681096 | 06-Sep-2023 14:54:46 06-Sep-2023 13:26:37 | Payments | |
| 661095 | 06-Sep-2023 13:26:34 | | |
| 681094 | 06-Sep-2023 12:07:56 | | |
| | | | |
| Shipments At A Glance | | | |
| | Full List | - | |
| Shipment Number Packing Slip | Shipment Date | | |
| ASN allowing | 05-Sep-2023 12:19:48 | | |
| ASNTEST_CRP10110 ASN101CRP190 | 30-Aug-2023 10:56:07 30-Aug-2023 10:50:06 | | |
| ASNBLAN_112 | 23-Aug-2023 11:40:00 | | |
| DROPSHIPASN 108 | 23-Aug-2023 09:54:19 | | |
| | Home Orders Shipments Finance Product Admin Assessments Home Logout Preferences I | 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 Parchase Orders | derest to | tel French |
|--|---------------|---------------|
| Lines shipments | Cancel Age | ply Export |
| Personalize Sack Lavour. (ChanoushicContainer) | | |
| Advanced Search | | |
| Brownie Kaander Without Sea Web Standard Sea Web Without Sea Web Standard Sea Web Standard Sea Web Standard Sea Web Point Label Sea Web Standard Sea Web Standard Sea Web Standard Sea Web | | Views |
| Default Values | | |
| IP You can apply default values to selected rows Reason Quartity Ordered Adon Pice | | |
| Personalise 'PO Segments' Select Selectorise [Apply Default Values] | Previous 1-25 | ✓ Next 25 (3) |

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

| Change Multiple Purchase Orders | |
|--|-----------------|
| Line Signeds | Apply Export |
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| Personalize Stack Lavuet. (ChangeShipContainer) | |
| Views | |
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| Promised Data Promised Data Quartity Ordered Action V | |
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6.6 Click on Select All

| Proventing Technology of County | , |
|---|--------|
| Personaliza Z-Mannood Saarch, "Diseleducich) Personaliza Z-Mannood Saarch, "Diseleducich) | Views |
| Show table data when all conditions are met. | CWDIV |
| Show table data when any condition is met. | |
| PO Number (S V 694614 | |
| | |
| | |
| (complex 52-bit-2024) Boyer B V | |
| | |
| Promised Date is v | |
| Go Clear Add Another Buyer V Add | |
| do Litear puo kitotie oure + puo | |
| Default Values | |
| | |
| ✓ TIP You can apply default values to selected rows | |
| * TEP Food Cast opping detault, values to selected trons Promised Date Rea | 500 |
| | tion V |
| quality of delet | |
| Price | |
| Personalize "PO Shipments" | |
| Select Shipments: Apply Default Values | |
| Select All Select None | |
| | |

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

| Personalize "Advanced Search" | |
|---|-------|
| Personalize Advanced Search: (ShipAdvSrch) | Views |
| Show table data when all conditions are met. | |
| O Show table data when any condition is met. | |
| PO Number is V 694614 | |
| Order Date 🕫 🕶 | |
| (example: 25-Jan-2024) | |
| Buyer is v | |
| Promised Date is V | |
| Go Clear Judd Another Dayrer V Add | |
| E Default Values | |
| | |
| TIP You can apply default values to selected rows | |
| Promised Date 08-Mar-2024 12:18:24 | |
| Action Accept V | |
| | |
| Price | |
| ersonalize "PO Shipments" | |
| Select Shipments: Apply Default Values | |
| Jenska anipiretale. Erzipiri dasnuk simes. | |
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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.

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

| = De | efault Va | alues | | | | | | | | | | | | | | | | | | | |
|------|---------------|--------|---------------|-------------------------|------------------------------------|--------------------------------|---------------------|-----------------------------|-------|------------------|------|----------------|--------------------------------------|---------------|----|--------------------|----------|----------|--------------|----------------------|--------|
| øп | P You ca | n appi | ly default va | lues to selected r | | 8-Mar-2024 12:18:24 | | | | | | | | | | Change Change 🗸 | | | | | |
| | t Shipm | | | fault Values | | | | | | | | | | | | | | | | | |
| | PO | | | | | | | Need-By | | | | Supplier Order | | | | | | Vendor | Acknowledged | Shipment Tracking | Actual |
| | 694614 | | | 05-Feb-2024 13:59:02 | Type Item/Job Description Goods | Location Hidden Lake 1.5 | 08-Mar-2024 00:00:0 | | Meter | red Received Pri | 1 10 | | Status Requires Acknowledgment | Attachments S | | Change | Change ~ | Approval | Ship Date | Number | Date |
| | <u>694614</u> | 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 | | 1 | Change | Change 🛩 | 1 | | | |
| | <u>694614</u> | 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 | | 3 | Change | Change 🛩 |] | | | |
| | <u>694614</u> | 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 | | 3 | Change | Change 🛩 | 1 | | | |
| | <u>694614</u> | 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 | | 3 | Change | Change 🗸 |] | | | |
| | 694614 | 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 60 | .00 | Requires Acknowledgment | | 3 | Change | Change 🗸 |] | | | |
| | <u>694614</u> | 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 | | 1 | Change | Change 🗸 |] | | | |
| | 694614 | 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 | | 3 | Change | Change 🗸 |] | | | |
| | 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 | | \$ | Change | Change 🗸 | 1 | | | |
| | <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 | | g | Change | Change 🗸 | 1 | | | |

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6.9 Click on Apply.

| Clinical | Shipment Tracking Number | | | | | | | | | | | | | | | | | | | |
|--|--------------------------------|---------------------------|----------|----------|-----------|--------------|----------------------------|----------------|--------|----------------|---------|-------|-----------------------------|---------------------|--------------------|---------------------------|-------------------------|---|---------------|--|
| Normalization Normalinstation Normalization Normal | d Tracking | | | | | | | | | | | | | | | | | | | |
| Central 1 1 3 0 | | Acknowledged Ship Date | Vendor | Actions | it Reason | tachmonte Se | Statue | Supplier Order | Amount | Received Price | Ordered | ном | Need-By | Promised Date | Location | Type Item/Job Description | ot Order Date 7 | | | |
| C Lake 1 Display bit is a start | | Ship Date | мрргочаг | | | | Requires | | | | | Meter | 08-Mar- | | Hidden | | 05-Feb-2024 | 1 | | |
| Image: Select of the select | | | | Change 🛩 | Change | C | Requires Acknowledgment | | 20.00 | 1 | 20 | | 2024 | 08-Mar-2024 00:00:0 | | Goods | 05-Feb-2024 13:59:02 | 1 | 4614 2 | |
| C Lating Control Control Addressing Control Control < | | | | Change 🗸 | Change | ß | Requires Acknowledgment | | 30.00 | 1 | 30 | | 08-Mar- 2024 00:00:00 | 08-Mar-2024 00:00:0 | Hidden Lake 1.5 | Goods | 05-Feb-2024 13:59:02 | 1 | 4614 3 | |
| Image: Constraint of the state of | | | | Change 🗸 | Change | 63 | Requires Acknowledgment | | 40.00 | 1 | 40 | | 08-Mar- 2024 00:00:00 | 08-Mar-2024 00:00:0 | Hidden Lake 1.5 | Goods | | 1 | 4614 4 | |
| I339/02 Late I.3 2024 Admovidgment 00 | | | | Change 🛩 | Change | C | | | 50.00 | 1 | 50 | | 2024 | 08-Mar-2024 00:00:0 | Hidden Lake 1.5 | Goods | | 1 | <u>4614</u> 5 | |
| | | | | Change 🗸 | Change | C | Requires Acknowledgment | | 60.00 | 1 | 60 | | 2024 | 08-Mar-2024 00:00:0 | Hidden Lake 1.5 | Goods | | 1 | <u>4614</u> 6 | |
| 2 21202 7 1 10202 2000 2000 200 200 200 200 200 2 | | | | Change 🛩 | Change | ß | Requires Acknowledgment | | 70.00 | 1 | 70 | Meter | 2024 | 08-Mar-2024 00:00:0 | Hidden Lake 1.5 | Goods | 05-Feb-2024 13:59:02 | 1 | 4614 7 | |
| Official B 1 0.5Feb-2024 Goods Hidden Like 1.5 06Har-2024 (0.002) 06 | | | | Change 🛩 | Change | C | Requires Acknowledgment | | 80.00 | 1 | 80 | | 2024 | 08-Mar-2024 00:00:0 | Hidden Lake 1.5 | Goods | 05-Feb-2024 13:59:02 | 1 | <u>4614</u> 8 | |
| Official 9 1 0.5Feb-2024 Goods Hadden 05Har-2024 (0.0016) 06Har-2024 (0.0016) | | | | Change 🗸 | Change | C | Requires Acknowledgment | [| 90.00 | 1 | 90 | | 2024 | 08-Mar-2024 00:00:0 | Hidden Lake 1.5 | Goods | 05-Feb-2024 13:59:02 | 1 | 4614 9 | |
| 024514 10 1 05-feb-2024 Goods 155000 (0-Mar-2024 00:000) 00-Mar-2024 00:000 (0-Mar-2024 00:000) 00-Mar-204 00-Ma | | | | Change 🛩 | Change | C | Requires Acknowledgment | | 10.00 | 1 | 10 | | 08-Mar- 2024 00:00:00 | 08-Mar-2024 00:00:0 | Hidden Lake 1.5 | Goods | 05-Feb-2024 13:59:02 | 1 | 4614 10 | |

This message will be displayed.

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

6.10 To. use the Multi PO option if the price needs to be updated for all the PO lines, the PO number must first be acknowledged using above steps. 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 V [694617 |
| Order Date is (example: 25-Jan-2024) |
| Buyer is 🗸 |
| Item is 🗸 |
| Go Clear Add Another Buyer V Add |



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6.11 Click on Select All.

| olor | t Lines | Apply Def: | ault Values | | | | | | | | | | | | | |
|------|---------------|------------|----------------|------------------|---------------------------|--|--|-------|-------------|---------|------------------|----------|--------------------------|----------------|---------------|--------|
| | | | and Toroto | | | | | | | | | | | | | |
| | All Sele | ct None | | | | | | | | | | | 0 | upplier Config | | |
| elec | t Number | Line Bu | ver Orde | r Date 🔻 | Type Item/Job Description | | | UOM 0 | ty Currency | Price A | mount Supplier] | tem St | atus Global Agreement II | ipplier Config | Attachments I | Reason |
| | 694617 | | | b-2024 | Goods | | | Meter | | 1 | 10.00 | 0 | pen | | | |
| | <u>694617</u> | 2 | 05-Fe 14:18 | b-2024 (3:36 | Goods | | | Meter | 20 USD | 1 | 20.00 | <u> </u> | | | 1 | |
| | 694617 | 3 | 05-Fe 14:18 | b-2024 (3:36 | Goods | | | Meter | 30 USD | 1 | 30.00 | o; | | | 1 | |
| | <u>694617</u> | 4 | 05-Fe 14:18 | b-2024 3:36 | Goods | | | Meter | 40 USD | 1 | 40.00 | o | | | | |
| | <u>694617</u> | 10 | 05-Fe 14:18 | b-2024 (3:36 | Goods | | | Meter | 10 USD | 1 | 10.00 | _ o | | | 1 | |
| • | <u>694617</u> | 6 | 05-Fe 14:18 | b-2024 (3:36 | Goods | | | Meter | 60 USD | 1 | 60.00 | _ 0 | | | , j | |
| • | <u>694617</u> | 7 | 05-Fe 14:18 | b-2024 (3:36 | Goods | | | Meter | 70 USD | 1 | 70.00 | | | | 1 | |
| | <u>694617</u> | 8 | 05-Fe 14:18 | b-2024 3:36 | Goods | | | Meter | 80 USD | 1 | 80.00 | 0 | | | 1 | |
| 7 | <u>694617</u> | 9 | 05-Fe 14:18 | b-2024 3:36 | Goods | | | Meter | 90 USD | 1 | 90.00 | <u> </u> | pen | | | |
| | <u>694617</u> | 5 | 05-Fe 14:18 | b-2024 | Goods | | | Meter | 50 USD | 1 | 50.00 | 0 | pen | |) | |

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

| Person | alize Advan | inced Search" iced Search: (Lines | AdvSrch) | | | | | | | | | |
|--------|--|--|---|---|---|--|---|--|--|--|----------------------------|--------------------------|
| | | ata when all condit | | | | | | | | | | |
| Osh | ow table da | ata when any cond | tion is met. | | | | | | | | | |
| | Number | is 🗸 | 694617 | | | | | | | | | |
| 0 | rder Date | is 👻 | (example: 25-Jan-202 |] 💷 | | | | | | | | |
| | Buyer | is 🗸 | | ······································ | | | | | | | | |
| | Item | is 👻 | | | | | | | | | | |
| | | Go Clea | Add Another Buy | er 🗸 Add | | | | | | | | |
| De | fault Value | es | | | | | | | | | | |
| | | | | | | | | | | | | |
| TIF | You can ap | pply default values | to selected rows | Print | | | | | Deserve | Drive shappe | | |
| | | | | Price Supplier Item | 3 | | | | Reason | n Price change | | |
| | | | | Supplier Item | | | | | | | | |
| | | | | | | | | | | | | |
| | Lines: A | | los l | | | | | | | | | |
| lect | Lines: A | pply Default Val | les | | | | | | | | | |
| lect | Lines: A | pply Default Val | | | | | | | | | Supplier Co | nfig |
| lect | Lines: A 9 J Sector PO Number | pply Default Val | Order Date 🔻 | Type Item/Job Description | | | | 2ty Currency | | er Item Status Global Ag | Supplier Co preement ID | nfig Attachments Rea |
| lect | Lines: A | pply Default Val | Order Date - | Type Item/Job Description Goods | | | UOM Q Meter | | Price Amount Supplie | er Item Status Global Ag | Supplier Co preement ID | Attachments Rea |
| lect | Lines: A 9 J Sector PO Number | pply Default Val Hone Line Buyer 1 | Order Date 🔻 | | | | | 10 USD | | Open Open | Supplier Co preement ID | nfig Attachments Reas |
| lect | Lines: A 9 Sector PO Number 694617 | Line Buyer | Order Date | Goods | | | Meter | 10 USD 20 USD | 1 10.00 | Open Open Open | Supplier Co preement ID | Attachments Rea |
| lect | Lines: A PO Number 694617 694617 694617 694617 | Line Buyer | Order Date OS-Feb-2024 14:18:36 05-Feb-2024 14:8:36 05-Feb-2024 | Goods Goods | | | Meter | 10 USD 20 USD 30 USD | 1 10.00 1 20.00 | Cpen Cpen Cpen Cpen Cpen Cpen | Supplier Co greement ID | Attachments Rear |
| | Lines: A PO Number 694617 694617 694617 694617 694617 694617 | Line Buyer | Order Date ~ 05-Feb-2024 14:18:36 05-Feb-2024 14:18:36 05-Feb-2024 14:18:36 05-Feb-2024 | Goods Goods Goods | | | Meter Meter Meter | 10 USD 20 USD 30 USD 40 USD 20 | 1 10.00 1 20.00 1 30.00 | Copen Copen Copen Copen Copen | Supplier Co preement ID | Attachments Rear |
| | Lines: A 9 1 328255 PO Number 694617 694617 694617 694617 694617 | pply Default Vali Dom Line Buyer 1 2 3 4 | Order Date ~ 05-Feb-2024 14:18:36 05-Feb-2024 14:18:36 05-Feb-2024 14:18:36 05-Feb-2024 14:18:36 05-Feb-2024 14:18:36 | Goods Goods Goods Goods | | | Meter Meter Meter Meter | 10 USD 20 | 1 10.00 1 20.00 1 30.00 1 40.00 | Copen Copen Copen Copen Copen Copen | Supplier Co preement ID | Attachments Read |
| | Lines: A 5 1 38583 PO Number 694617 694617 694617 694617 694617 694617 | Line Buyer 1 2 3 4 10 | Order Date - 05-Feb-2024 14:18:36 05-Feb-2024 14:18:36 05-Feb-2024 14:18:36 05-Feb-2024 14:18:36 05-Feb-2024 14:18:36 05-Feb-2024 | Goods Goods Goods Goods | | | Meter Meter Meter Meter Meter | 10 USD 20 | 1 10.00 1 20.00 1 30.00 1 40.00 1 10.00 | Open Open Open Open Open Open Open Open | Supplier Co preement ID | nfig Attachments Reas |
| | Lines: A 9 32 32000 PO Number 694617 694617 694617 694617 694617 694617 694617 | Line Buyer 1 2 3 4 10 6 | Order Date ▼ 05-Feb-2024 14:18:36 15-Feb-2024 15-Feb-2 | Goods Goods Goods Goods Goods Goods | | | Meter Meter Meter Meter Meter Meter | 10 USD 20 | 1 10.00 1 20.00 1 30.00 1 40.00 1 10.00 1 60.00 | Open Open Open Open Open Open Open Open | Supplier Co preement ID | nfig Attachments Reav |
| | Lines: A 90 32000 90 Number 694617 694617 694617 694617 694617 694617 694617 | Line Buyer 1 2 3 4 10 6 7 | Order Date = 05-Feb-2024 14118136 05-Feb-2024 14118136 05-Feb-2024 14118136 05-Feb-2024 14118136 05-Feb-2024 14118136 05-Feb-2024 14118136 05-Feb-2024 14118136 | Goods Goods Goods Goods Goods Goods | | | Meter Meter Meter Meter Meter Meter | 10 USD 20 20 20 20 20 20 20 20 20 20 20 20 20 | 1 10.00 1 20.00 1 30.00 1 40.00 1 10.00 1 60.00 1 70.00 | Open Open | Supplier Co present ID | nfig Attachments Read |
| | Lines: A PO Number 694617 694617 694617 694617 694617 694617 694617 694617 694617 | Line Buyer 1 2 3 4 10 6 7 8 | Order Date = 05-Feb-2024 14118:35 05-Feb-2024 14118:36 05-Feb-2024 14118:36 05-Feb-2024 14118:35 05-Feb-2024 14118:35 05-Feb-2024 14118:35 05-Feb-2024 1418:35 05-Feb-2024 1418:35 05-Feb-2024 | Goods Goods Goods Goods Goods Goods Goods | | | Meter Meter Meter Meter Meter Meter Meter | 10 USD 20 USD 20 USD 20 USD 20 USD 20 USD 20 20 20 20 20 20 20 20 20 20 20 20 20 | 1 10.00 1 20.00 1 30.00 1 40.00 1 10.00 1 60.00 1 70.00 1 80.00 | Open Open Open Open Open Open Open Open | Supplier Co preement ID | Attachments Read |

6.13 Price will be updated on all the selected lines.

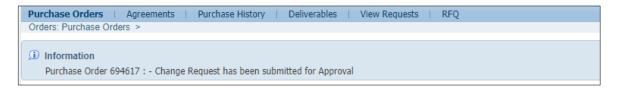
| rsonalize ' | '90 Line | | | Price 3 Supplier Item | | | | | Reason | rice change | | |
|-------------------|----------|-----------------|-------------------------|---------------------------|--|-------|--------------|---------|-------------------|------------------------|--------------------------------|-----------------|
| | | ply Default Val | ues | | | | | | | | | |
| elect.All | Select I | None | | | | | | | | | | |
| PO elect Nun | nber | Line Buyer | Order Date 🔻 | Type Item/Job Description | | UOM | Qty Currency | Price A | mount Supplier It | m Status Global Agreem | Supplier Config ent ID Atta | achments Reason |
| ✓ 6946 | 517 | 1 | 05-Feb-2024 14:18:36 | Goods | | Meter | 10 USD | 3 | 10.00 | Open | | Price chang |
| ✓ 6946 | 517 | 2 | 05-Feb-2024 14:18:36 | Goods | | Meter | 20 USD | 3 | | Open | | Price chan; |
| ✓ 6946 | 517 | 3 | 05-Feb-2024 14:18:36 | Goods | | Meter | 30 USD | 3 | 30.00 | Open | | Price chan; |
| 6946 | 517 | 4 | 05-Feb-2024 14:18:36 | Goods | | Meter | 40 USD | 3 | | Open | | Price chan; |
| ✓ ⁶⁹⁴⁶ | 51Z | 10 | 05-Feb-2024 14:18:36 | Goods | | Meter | 10 USD | 3 | | Open | | Price chan; |
| ✓ 6946 | 517 | 6 | 05-Feb-2024 14:18:36 | Goods | | Meter | 60 USD | 3 | | Open | | Price chan; |
| ✓ 6946 | 517 | 7 | 05-Feb-2024 14:18:36 | Goods | | Meter | 70 USD | 3 | 70.00 | Open | | Price chang |
| ✓ 6946 | 517 | 8 | 05-Feb-2024 14:18:36 | Goods | | Meter | 80 USD | 3 | 80.00 | Open | | Price chan; |
| 6946 | 517 | 9 | 05-Feb-2024 14:18:36 | Goods | | Meter | 90 USD | 3 | 90.00 | Open | | Price chan; |
| 6946 | 517 | 5 | 05-Feb-2024 14:18:36 | Goods | | Meter | 50 USD | 3 | 50.00 | Open | | Price chang |
| elect Line | es: Ap | ply Default Val | ues | | | | | | | | | |



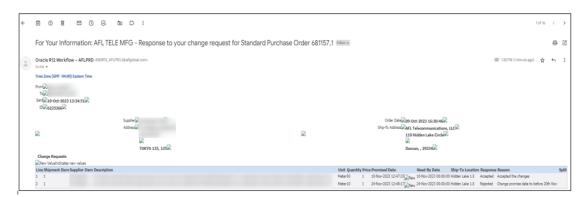
6.14 Click on Apply.

| P | Select | The second secon | | | | | | | | | Suppl | ier Config | |
|----------|--------|--|-------------------------|---------------------------|--|--|-------|-------------|-----------|------|----------------------------|-------------|-------------|
| elect N | umber | Line Buyer | Order Date 🔻 | Type Item/Job Description | | | UOM Q | ty Currency | Price Amo | | Status Global Agreement ID | Attachments | Reason |
| • | 4617 | 1 | 05-Feb-2024 14:18:36 | Goods | | | Meter | 10 USD | 3 1 | - | Open | | Price chang |
| • | 4617 | 2 | 05-Feb-2024 14:18:36 | Goods | | | Meter | 20 USD | 3 2 | | Open | | Price chang |
| • | | 3 | 05-Feb-2024 14:18:36 | Goods | | | Meter | 30 USD | 3 3 | | Open | | Price chan |
| 2 | 4617 | 4 | 05-Feb-2024 14:18:36 | Goods | | | Meter | 40 USD | 3 4 | | Open | | Price char |
| | | 10 | 05-Feb-2024 14:18:36 | Goods | | | Meter | | 3 1 | | Open | | Price char |
| • | 4617 | 6 | 05-Feb-2024 14:18:36 | Goods | | | Meter | 60 USD | 3 6 | | Open | | Price char |
| • | | 7 | 05-Feb-2024 14:18:36 | Goods | | | Meter | 70 USD | 3 7 | | Open | | Price chan |
| | 4617 | 8 | 05-Feb-2024 14:18:36 | Goods | | | Meter | 80 USD | 3 8 | | Open | | Price chan |
| • | 4617 | 9 | 05-Feb-2024 14:18:36 | Goods | | | Meter | 90 USD | 3 9 | 0.00 | Open | | Price chan |
| S | 4617 | 5 | 05-Feb-2024 14:18:36 | Goods | | | Meter | 50 USD | 3 5 | 0.00 | Open | | Price chan |

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



- **NOTE:** In the Buyer Acknowledgement process, the Approval needs to be completed with changes before Supplier can take the next actions.
- 6.16 Supplier will receive an email with Buyer Acceptance/Rejection lines and a second email to log into iSupplier portal and accept changes.
 - In this example below, there are two lines the first line Accepted by the Buyer and the second line Rejected by the Buyer.



No No

Rejected



+ Show 10-Oct-2023 12:49:41 2 1

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

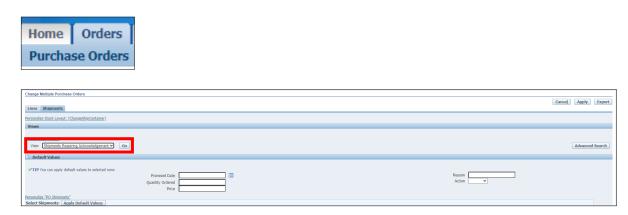
| Views | | | | | | | | | | |
|---|--------------|----------------------|--------------------------|-------|----------|--------------|------------------|-------------|--------------|-------------|
| View All Purchase Orders | | | | | | | | | Advan | ed Search |
| View All Purchase Orders v Go Select Order: Acknowledge Request Cancellation Request Changes View Change History | | | | | | | | () () | revious 1-25 | |
| Select PO Number Rev Operating Unit Document Type Description | | | Order Date | Buyer | Currency | Amount | Status | Acknowled | | ittachments |
| 681157 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-202 | 00:00:00 | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Supplier | Price / | | | Start | End Su | upplier Orde | r Supplier Order | Additional | Cancellation | |
| Details Request Date Line Shipment Item Item Description | Qty UOM Rate | Amount Promised Date | | Date | Date N | umber | Line Number | Changes Spl | it Request | Response |
| H Show 10-Oct-2023 13:44:38 2 1 1 | Meter | 20-Nov-2023 13: | 43:17 🙀 24-Nov-2023 00:1 | 00:00 | | | | No | No | Accepted |

24-Nov-2023 12:48:17 💥 24-Nov-2023 00:00:00

• Supplier will receive another email to Accept the changes.

| Action Required: AFL TELE MFG - Standard Purchase Order 681157,1 requires your acceptance Index x |
|---|
| Oracle R12 Workflow - AFLPRD <ebsr12_aflproj@aflglobal.com> to me.</ebsr12_aflproj@aflglobal.com> |
| Time Zone (GMT -04:00) Eastern Time |
| From To Sert 10-OCT-2023 13:35:33 ID 6236413 Please log to AFL ISupplier Portal to review and admowledge this PO. Note that you will have to admowledge each PO Shipment Line. |
| 2 Attachments • Scanned by Gmail ① |
| < /> Notification Detail |

- 6.18 Click on link in email and log into portal. Navigate to AFL Standard iSupplier Responsibility, Home Page.
 - Click on Orders tab, Multiple PO Change.
 - Click on Advanced Search or on View Shipments Requiring Acknowledgment. Then click Go.





- Select the lines to be acknowledged.
- To mass update, select the **Promised Date**, **Reason** and **Action**. Enter the information.
- Then click on **Apply Default Values** to populate values for all shipment lines.

| Def | ault Va | lues | | | | | | | | | | | | | | | | | | | | | | |
|--------------------|--------------|-------|---------------|-------------------------|-------|--|--------------------|---------------------|-----------------------------|-------|---------|-------------|--------|-------|------------------------|----------------------------|-------------|-------|--------------------|----------|--------------------|---------------------------|--------------------------------|------------------------|
| €TIP | You car | n app | ily default ' | values to selected r | ows | Promised Date 08-Mar-2024 12:1 Quantity of users Price | 18:24 | | | | | | | | | | | | Change Change 🗸 | | | | | |
| Personal Select | | | | Nefault Values | | | | | | | | | | | | | | | | | | | | |
| Select A | | | | relative values | | | | | | | | | | | | | | | | | | | | |
| Select | PO Number | r Lir | ne Shipmo | ent Order Date 🔻 | Туре | Item/Job Description | Location | Promised Date | Need-By Date | UOM | Ordered | Received Pr | ice Ar | mount | Supplier Order Line | Status | Attachments | Split | Reason | Actions | Vendor Approval | Acknowledged Ship Date | Shipment Tracking Number | Actual Ship Date |
| | 94614 | 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 | | 6 | Change | Change 🗸 | | | | |
| | 94614 | 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 🗸 |] | | | |
| | 94614 | 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 🗸 |] | | | |
| | 94614 | 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 | | • | Change | Change 🗸 |] | | | |
| | 94614 | 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 | | C, | Change | Change 🗸 |] | | | |
| | 94614 | 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 | 60.00 | | Requires Acknowledgment | | 8 | Change | Change 🗸 |] | | | |
| | 94614 | 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 | | 83 | Change | Change 🗸 |] | | | |
| | 94614 | 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 | | 8 | Change | Change 🗸 | | | | |
| | 94614 | 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 | | 8 | Change | Change 🗸 |] | | | |
| | 94614 | 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) | Change | Change 🛩 | | | | |

6.19 Click on Apply.

| elect | Snipme | nts: | Apply De | fault Values | | | | | | | | | | | | | | | | | |
|---------|------------------|--------|----------|-------------------------|-------|---------------------|--------------------|---------------------|-----------------------------|-------|---------------------|---|--------------|----------------------------|-----------------|--------|----------|----------|--------------|--------------------------------|-----------------------|
| elect A | I Sele | ct Non | LC . | | | | | | | | | | | | | | | | | | |
| | PO | | chierrow | orden Determ | | tem/Job Description | Level Inc. | Promised Date | Need-By Date | | Ordered Received P | | Supplier Ord | er Status | Attachments Spl | | Actions | Vendor | Acknowledged | Shipment Tracking Number | Actua Ship Date |
| | Number 694614 | | | 05-Feb-2024 | Goods | tem/Job Description | Hidden | | | Meter | Ordered Received Pi | | 10.00 | Requires | | Change | Change ~ | Approval | Ship Date | Number | Date |
| | 024014 | 1 | 1 | 13:59:02 | 00005 | | Lake 1.5 | B-Mar-2024 00:00:0 | 2024 00:00:00 | Meter | 10 | 1 | 10.00 | Acknowledgment | 4 | Change | Change • | | | | |
| | <u>694614</u> | 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 | | Change | Change 🛩 | | | | |
| | <u>694614</u> | 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 | | Change | Change 🛩 | | | | |
| | 694614 | 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 | C. | Change | Change 🛩 | | | | |
| | <u>694614</u> | 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 | | Change | Change 🗸 | | | | |
| | <u>694614</u> | 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 | 60.00 | Requires Acknowledgment | | Change | Change 🛩 | | | | |
| | <u>694614</u> | 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 | | Change | Change 🛩 | | | | |
| | <u>694614</u> | 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 | | Change | Change 🗸 | | | | |
| | <u>694614</u> | 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 | | 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 00:00:00 | Meter | 10 | 1 | 10.00 | Requires Acknowledgment | C) | Change | Change 🛩 | | | | |

• This message will be displayed.

