

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			
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		n Navigator V 📚 Favorites V Home Locout Preferences Help	
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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
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Or click on View Shipments Requiring Acknowledgment and then click Go.

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6.6 Click on Select All

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Select Shipments: Apply Default Values	
Select All Select None	

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

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O Show table data when any condition is met.	
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Action Accept V	
Price	
ersonalize "PO Shipments"	
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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
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	<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 🗸]			
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	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			
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6.9 Click on Apply.

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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													
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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
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•	<u>694617</u>	7	05-Fe 14:18	b-2024 (3:36	Goods			Meter	70 USD	1	70.00				1	
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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**.

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Osh	ow table da	ata when any cond	tion is met.									
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	Item	is 👻										
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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
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6.13 Price will be updated on all the selected lines.

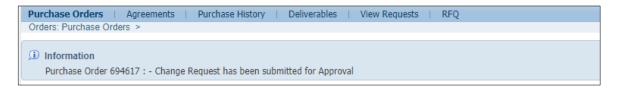
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PO elect Nun	nber	Line Buyer	Order Date 🔻	Type Item/Job Description		UOM	Qty Currency	Price A	mount Supplier It	m Status Global Agreem	Supplier Config ent ID Atta	achments Reason
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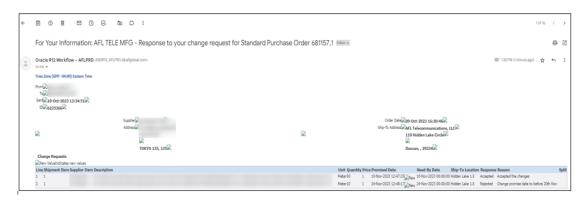
6.14 Click on Apply.

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
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		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
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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.

