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.

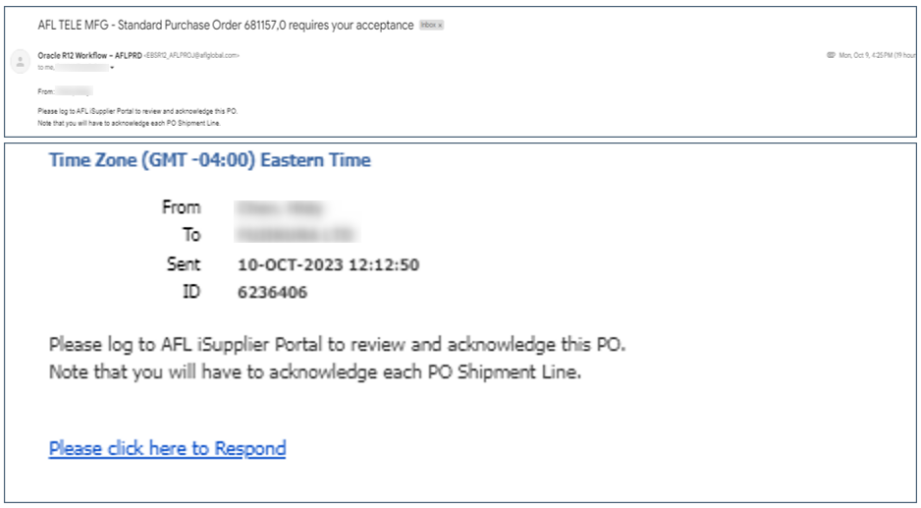
5. Requirements

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

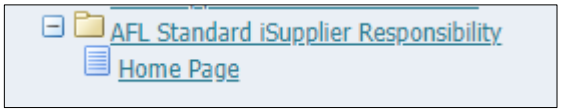
6.1 Supplier will Receive an email from Buyer saying there is a Standard Purchase Order that requires acknowledgement.

- Supplier will receive an email with Action Required in the subject line. There will be a link in the message to **Please click here to Respond**. Click the link to go to the iSupplier page.

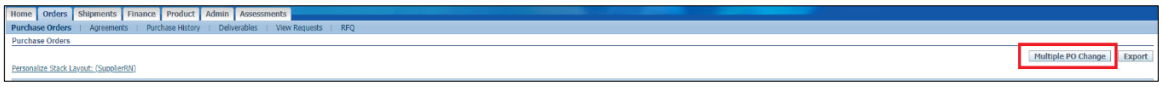


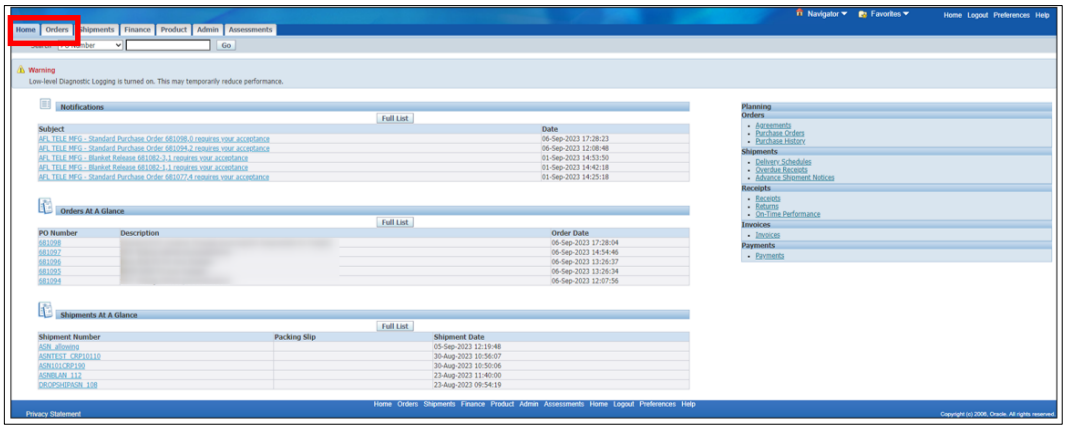
6.2 Navigate to the **AFL Standard iSupplier Responsibility.**

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

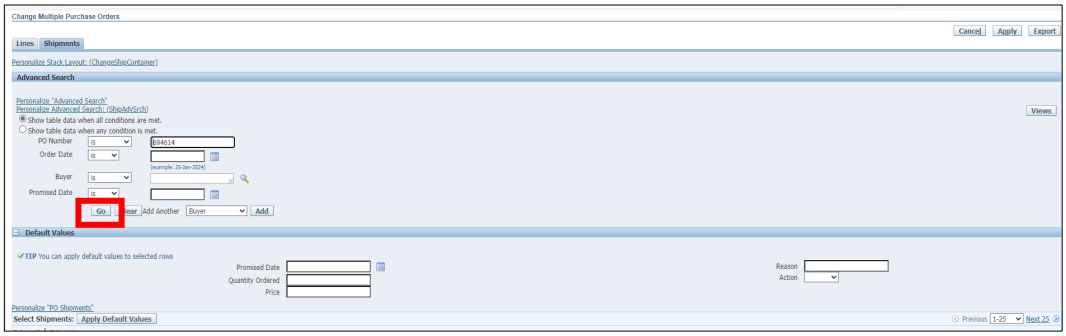


6.4 Click on the **Orders** tab and click on **Multi PO Change** and **View**, **Purchase Orders** to **Acknowledge** or click on **Advanced Search** to search for particular PO Number.

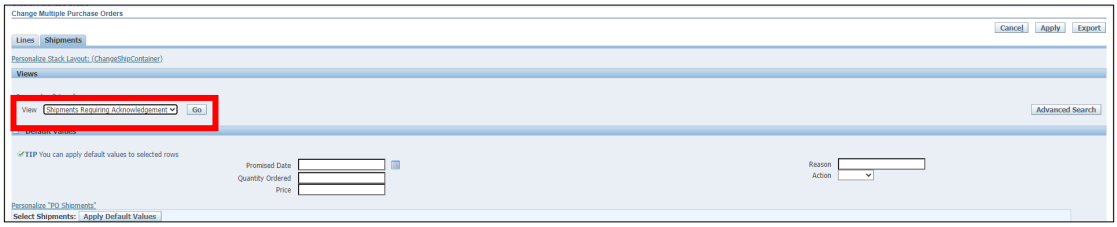




6.5 Complete the fields as required and click the **Go** button to display the PO Details.

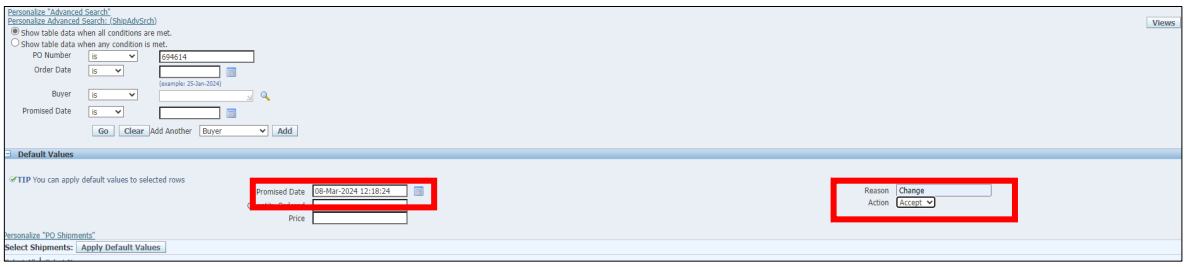


Or click on **View Shipments Requiring Acknowledgment** and then click **Go**.



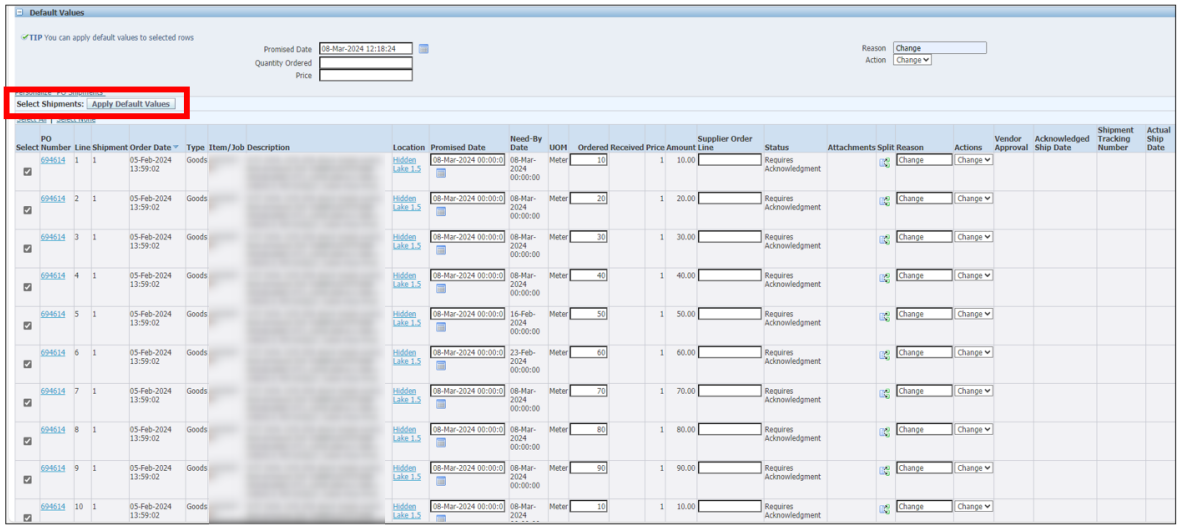
6.6 Click on Select All

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

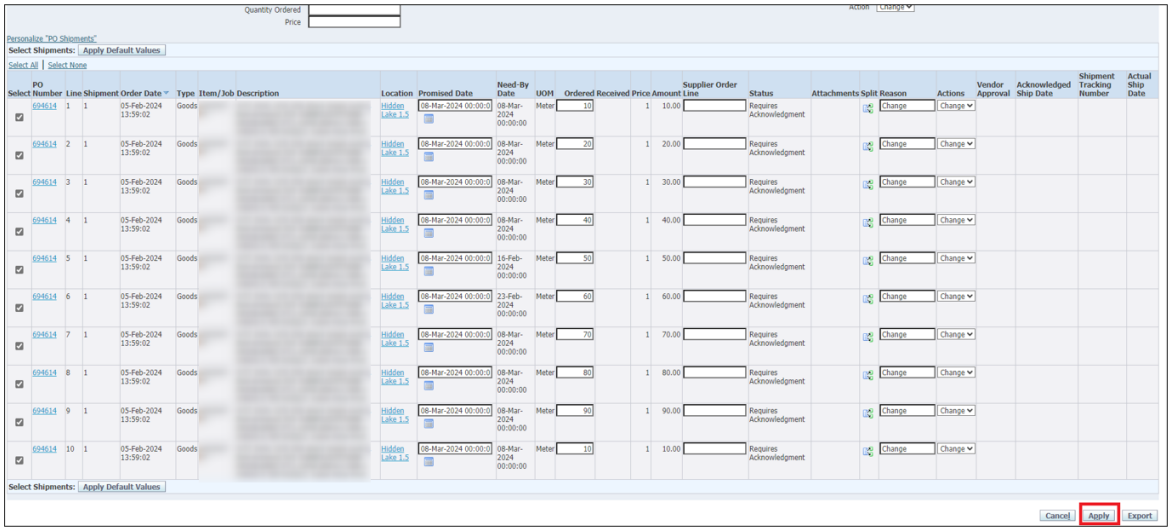


6.8 Enter the **Promised Date**. In the **Action** menu, select **Change** from the drop-down menu and enter the **Reason** at shipment line level.

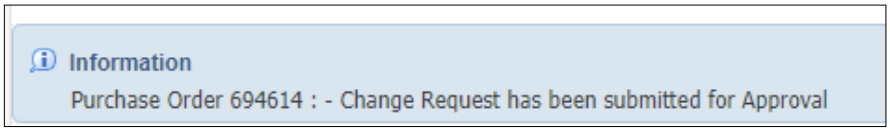
Click on **Apply Default Values** to populate values for all shipment lines.



6.9 Click on **Apply**.

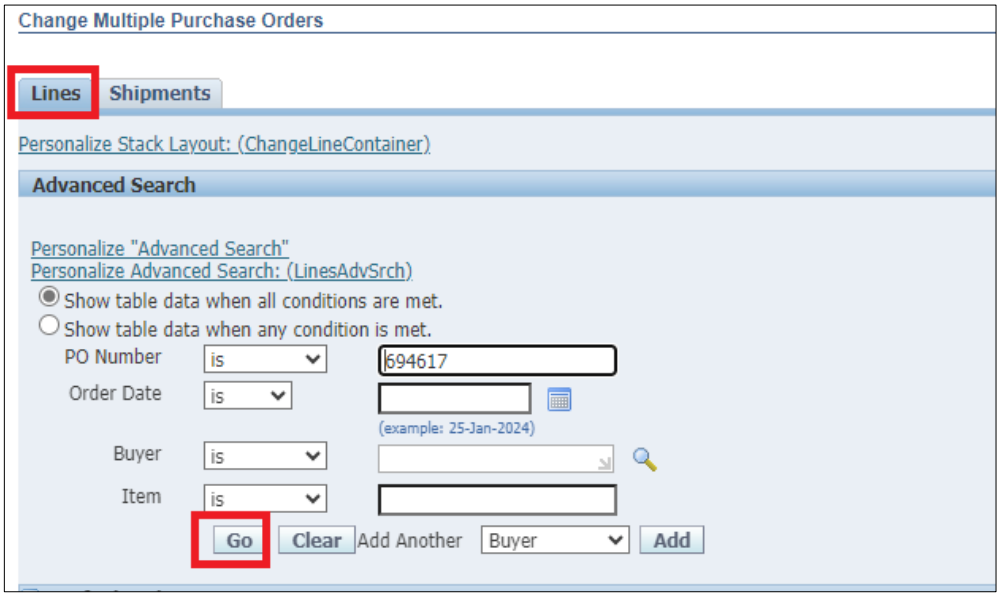


This message will be displayed.

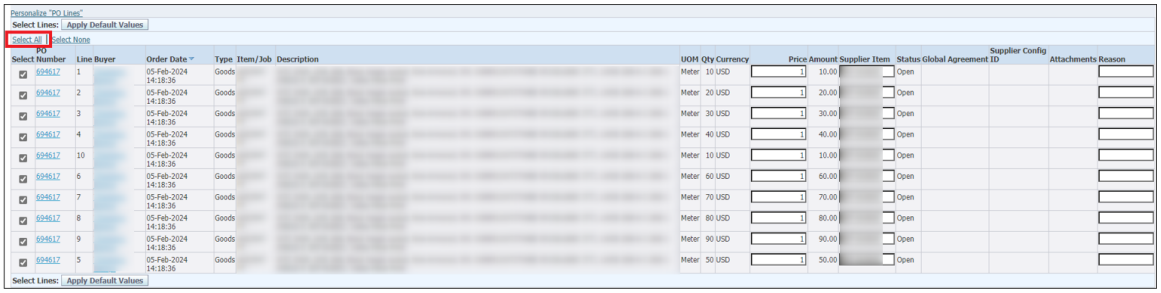


6.10 To. use the Multi PO option if the price needs to be updated for all the PO lines, the PO number must first be acknowledged using above steps. The buyer needs to acknowledge it to allow the price to be updated.

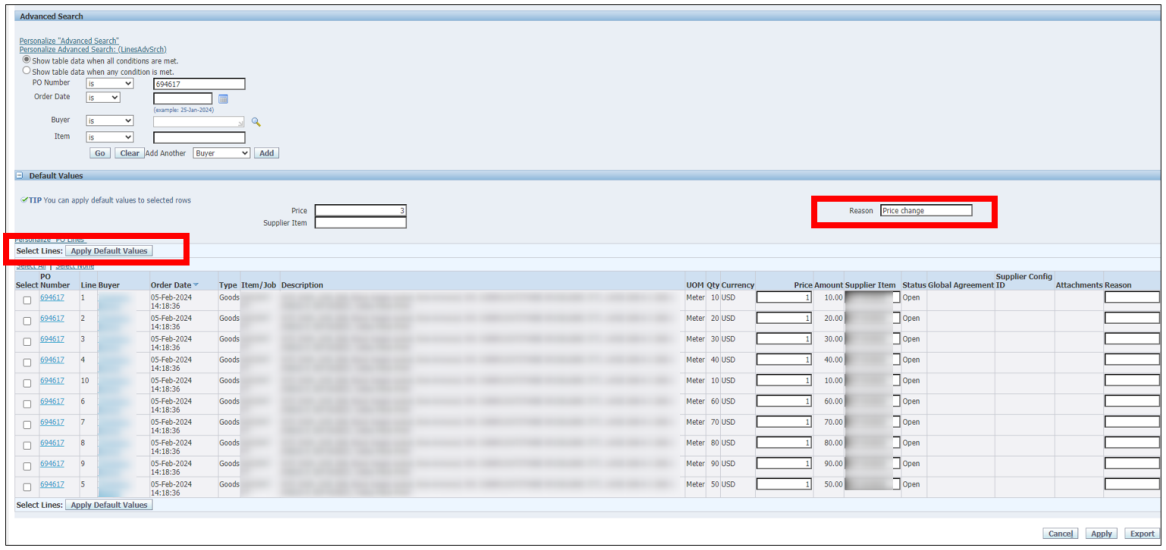
Click on the **Lines** tab and enter the PO Number. Then click **Go**.



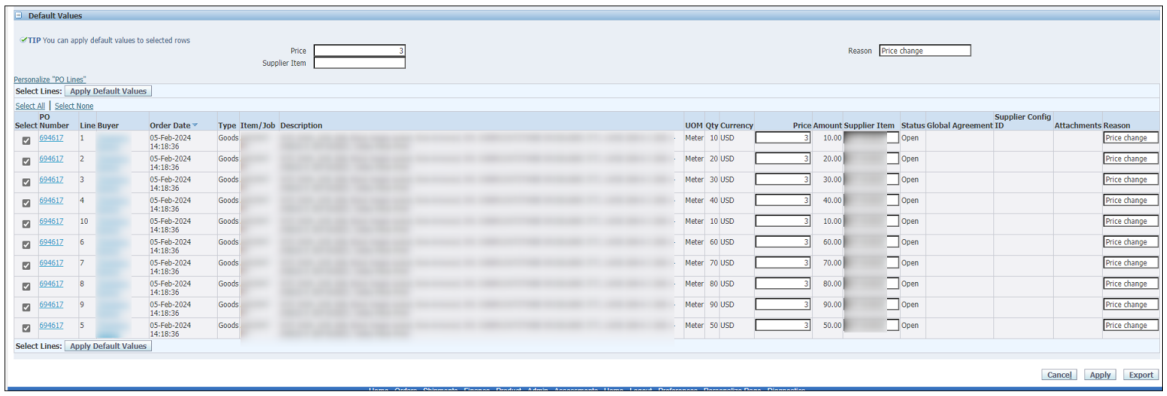
6.11 Click on **Select All**.



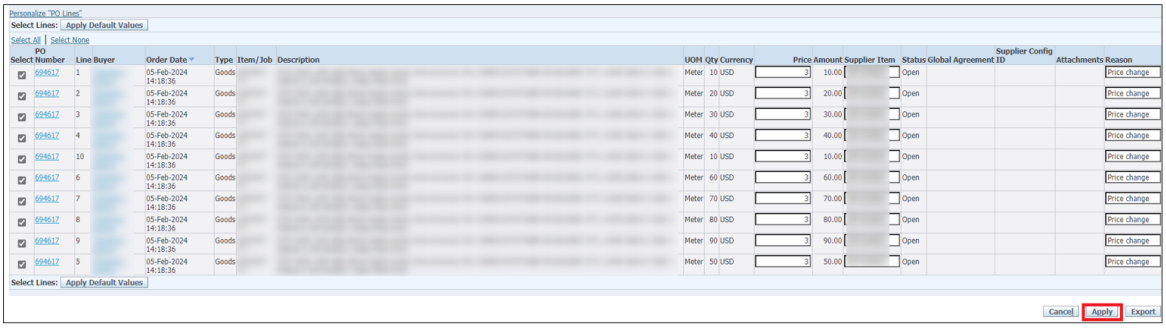
6.12 Select **Price Change** as the **Reason** for the change. Then click on **Apply Default Values**.



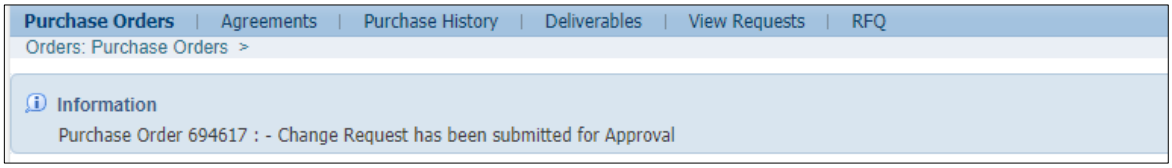
6.13 Price will be updated on all the selected lines.



6.14 Click on **Apply**.



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

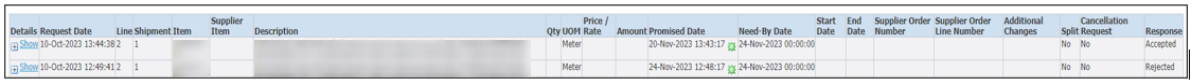


- **NOTE:** In the Buyer Acknowledgement process, the Approval needs to be completed with changes before Supplier can take the next actions.

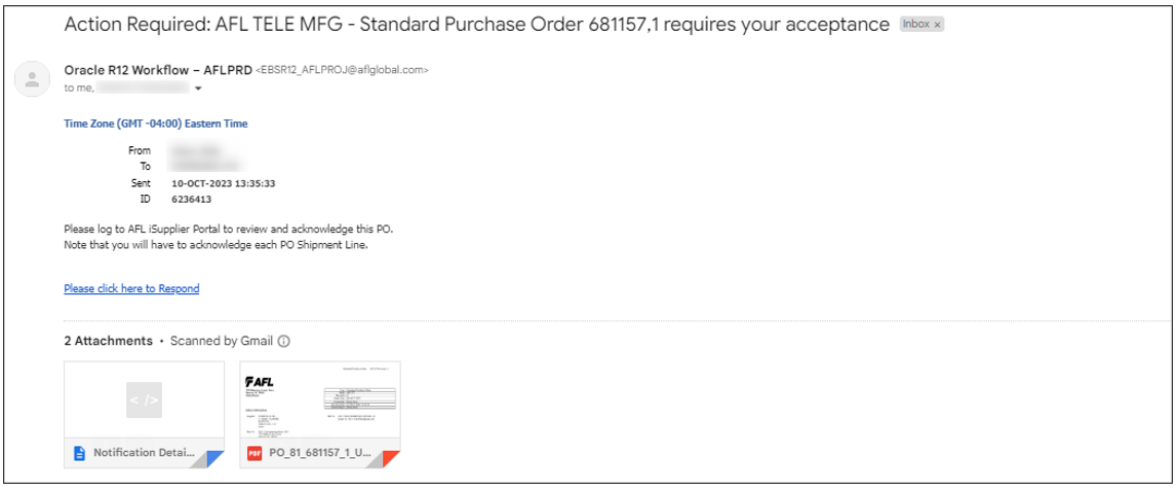
6.16 Supplier will receive an email with Buyer Acceptance/Rejection lines and a second email to log into iSupplier portal and accept changes.

- In this example below, there are two lines – the first line Accepted by the Buyer and the second line Rejected by the Buyer.

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**.

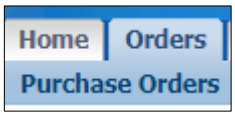


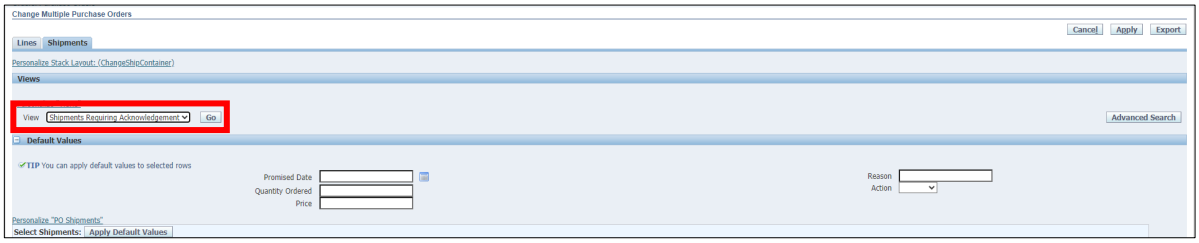
- Supplier will receive another email to Accept the changes.



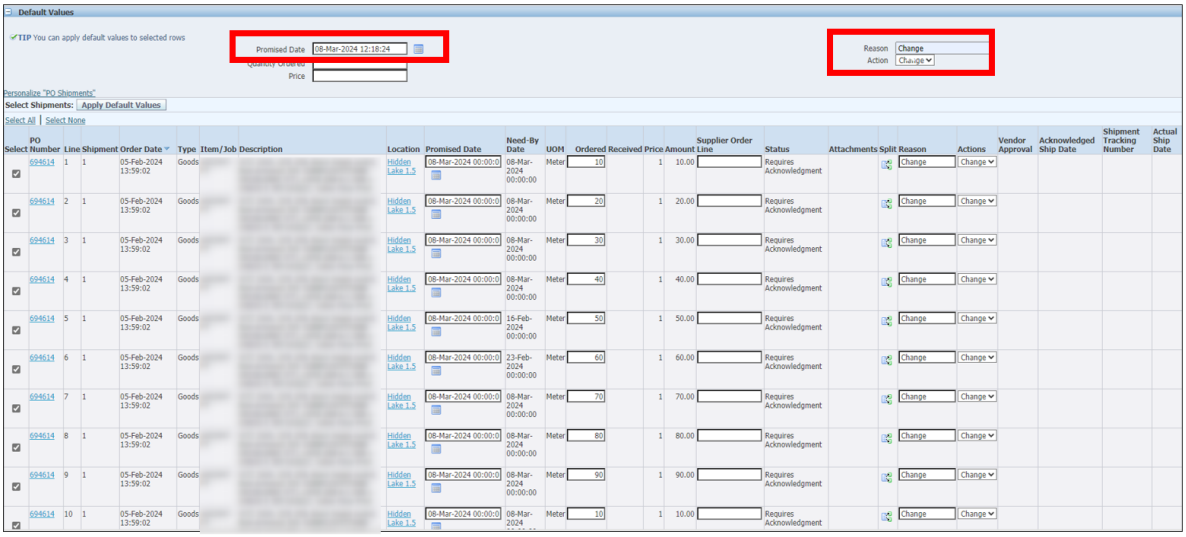
6.18 Click on link in email and log into portal. Navigate to **AFL Standard iSupplier Responsibility**, **Home Page**.

- Click on **Orders** tab, **Multiple PO Change**.
- Click on **Advanced Search** or on **View Shipments Requiring Acknowledgment**. Then click **Go**.

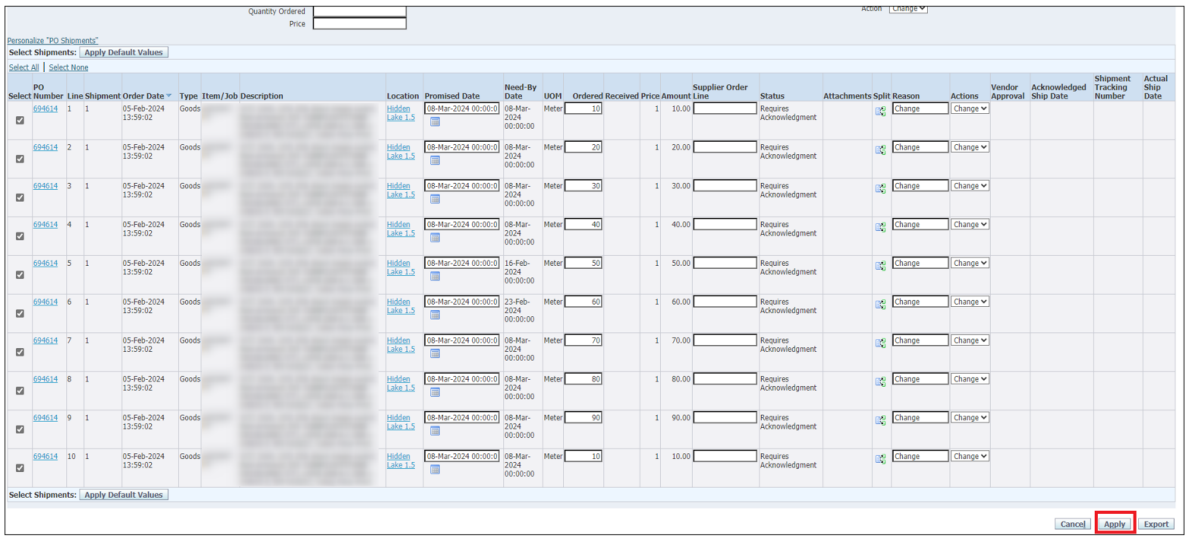
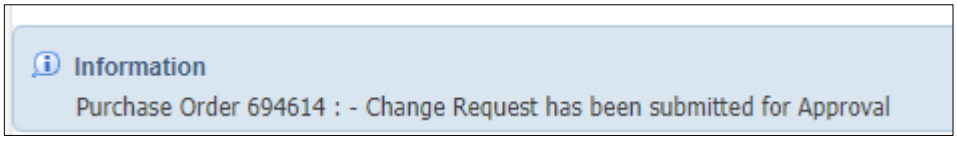




- Select the lines to be acknowledged.
- To mass update, select the **Promised Date**, **Reason** and **Action**. Enter the information.
- Then click on **Apply Default Values** to populate values for all shipment lines.



6.19 Click on **Apply**.



- This message will be displayed.