

## End User Requirements – Initial Acknowledgement of Blanket Releases Using Multi PO Number Option

### 1. Purpose

- 1.1. The purpose of this procedure is to Initially Acknowledge a Blanket Release in iSupplier by Supplier, populate the Promise Date and 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 Blanket Release by Supplier and populate Promise Date by Supplier.

### 5. Requirements

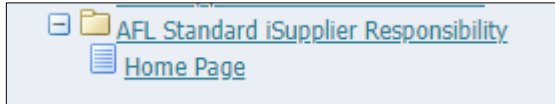
- 5.1 Users must have necessary Oracle responsibilities and security assigned to them to complete the following steps.

### 6. Procedure – Initial Acknowledgement of a Blanket Release and Populate Promise Date and Acknowledge Ship Date

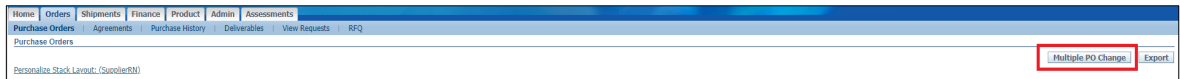
- 6.1 Supplier will Receive an email from Buyer stating there is a Blanket Release that requires acknowledgement.
  - Supplier will receive an email with Action Required in the subject line. There will be a link in the message to **Please click here to Respond**. Click the link to go to the iSupplier 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.

Change Multiple Purchase Orders

Lines

Shipments

Personalize Stack Layout: (ChangeShipContainer)

Advanced Search

Personalize "Advanced Search"  
Personalize Advanced Search: (ShipAdvSrch)

☒ Show table data when all conditions are met.  
☐ Show table data when any condition is met.

PO Number
is
694529-2

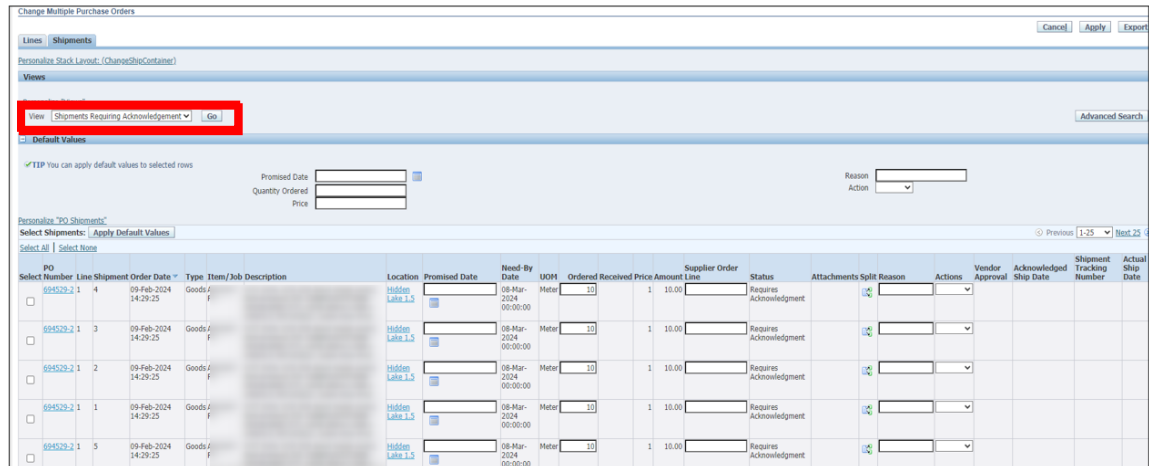
Order Date
is
  
(example: 25-Jan-2024)

Buyer
is

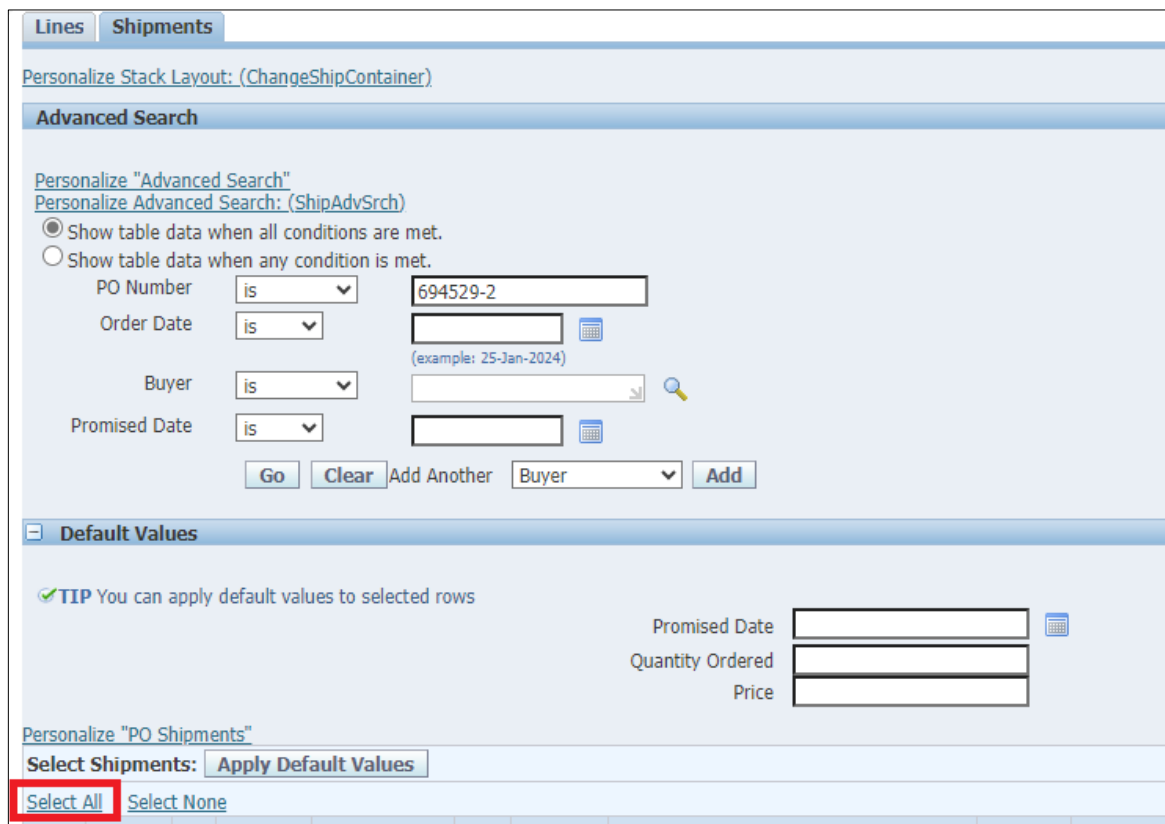
Promised Date
is

Buyer

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



6.6 Click on Select All.



## 6.7 Click on Apply.

Personalize "Advanced Search":  
Personalize Advanced Search: (Show/Hide)

Show table data when all conditions are met.  
Show table data when any condition is met.

PO Number:   
Order Date:   
Buyer:   
Promised Date:

☒ Default Values

☒ TIP You can apply default values to selected rows


Promised Date:   
Quantity Ordered:   
Price:

Reason:   
Action:

Personalize "PO Shipments":  
Select Shipments:

PO	Select	Number	Line	Shipment	Order Date	Type	Item/Job Description	Location	Promised Date	Need By Date	UOM	Ordered	Received	Price	Amount	Supplier Order Line	Status	Attachments	Split Reason	Actions	Vendor Approval	Acknowledged Ship Date	Shipment Tracking Number	Actual Ship Date
694529-3	<input checked="" type="checkbox"/>	1	1	09-Feb-2024 14:39:08	Goods			Hidden Label 1.5	09-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	10		1	10.00		Accepted		<input type="button" value="Change"/>	<input type="button" value="Change"/>	Yes			
694529-3	<input checked="" type="checkbox"/>	1	2	09-Feb-2024 14:39:08	Goods			Hidden Label 1.5	09-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	10		1	10.00		Accepted		<input type="button" value="Change"/>	<input type="button" value="Change"/>	Yes			
694529-3	<input checked="" type="checkbox"/>	1	5	09-Feb-2024 14:39:08	Goods			Hidden Label 1.5	09-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	10		1	10.00		Accepted		<input type="button" value="Change"/>	<input type="button" value="Change"/>	Yes			
694529-3	<input checked="" type="checkbox"/>	1	4	09-Feb-2024 14:39:08	Goods			Hidden Label 1.5	09-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	10		1	10.00		Accepted		<input type="button" value="Change"/>	<input type="button" value="Change"/>	Yes			
694529-3	<input checked="" type="checkbox"/>	1	3	09-Feb-2024 14:39:08	Goods			Hidden Label 1.5	09-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	10		1	10.00		Accepted		<input type="button" value="Change"/>	<input type="button" value="Change"/>	Yes			

This message will be displayed.


**Information**

Purchase Order 694529-3 : - Change Request has been submitted for Approval