

End User Requirements – Initial Acknowledgement of Blanket Agreement

1. Purpose

- 1.1. The purpose of this procedure is to Initially Acknowledge a Blanket Purchase Agreement in iSupplier by Supplier.

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 Purchase Agreement.

5. Requirements

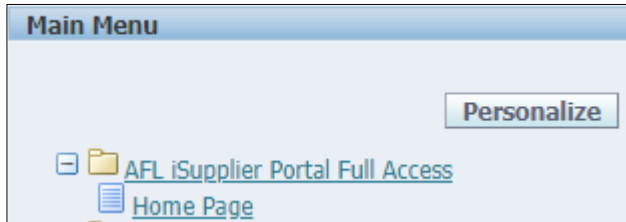
- 5.1 Users must have necessary Oracle responsibilities and security assigned to them to complete the following steps.

6. Procedure – Initial Acknowledgement of Blanket Purchase Agreement

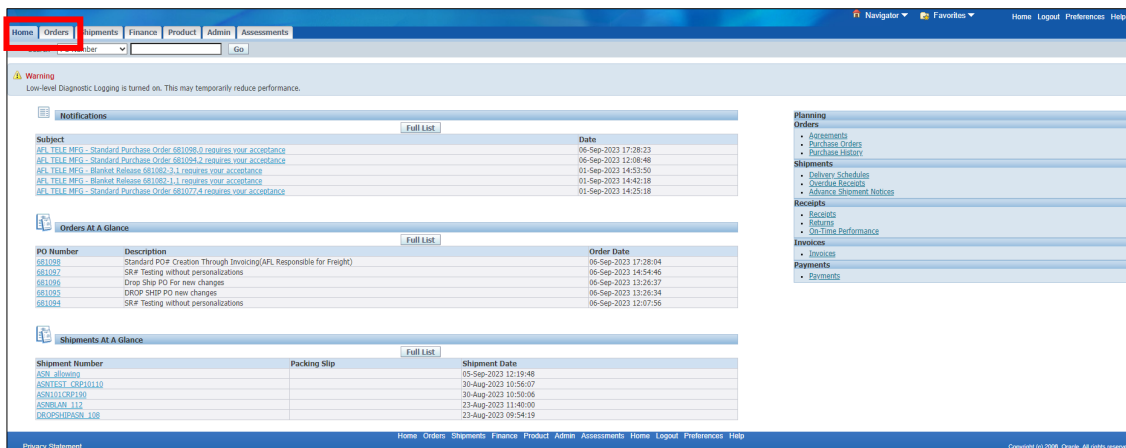
- 6.1 Supplier will Receive an email from Buyer saying there is a Blanket Purchase Agreement that requires acknowledgement.
 - Supplier will receive an email with Action Required in the subject line. There will be a link in the message to **Please click here to Respond**. Click the link to go to the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



- 6.2 Navigate to the **AFL iSupplier Portal Full Access** responsibility.
- 6.3 Double click the **Home Page** function.



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



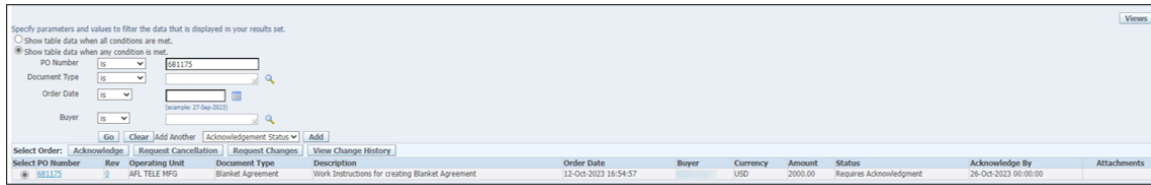
- 6.5 Complete the fields as required and click the **Go** button to display the PO Details.

Specify parameters and values to filter the data that is displayed in your results set.

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

PO Number
 Document Type
 Order Date
 Buyer (example: 27-Sep-2023)

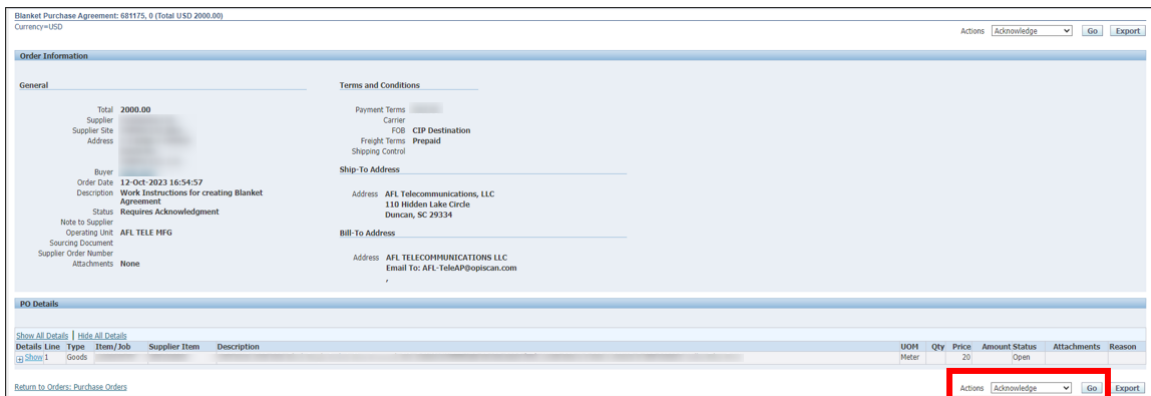
6.6 Click on the PO number.



Select PO Number	New	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
681175		AFL TELE MFG	Blanket Agreement	Work Instructions for creating Blanket Agreement	12-Oct-2023 16:54:57		USD	2000.00	Requires Acknowledgment	26-Oct-2023 00:00:00	

6.7 Select the option from the Actions drop-down menu at the bottom of the page and click Go.

If promise date is same as Need by date select Acknowledge from dropdown list.



Blanket Purchase Agreement: 681175, 0 (Total USD 2000.00)
Currency: USD

Order Information

General

Total: 2000.00
Supplier: [Redacted]
Supplier Site: [Redacted]
Address: [Redacted]

Buyer

Order Date: 12-Oct-2023 16:54:57
Description: Work Instructions for creating Blanket Agreement
Status: Requires Acknowledgment
Note to Supplier: [Redacted]
Operating Unit: AFL TELE MFG
Sourcing Document: [Redacted]
Supplier Order Number: [Redacted]
Attachments: None

Terms and Conditions

Payment Terms: [Redacted]
Carrier: [Redacted]
FOB: CIP Destination
Freight Terms: Prepaid
Shipment Control: [Redacted]

Ship-To Address

Address: AFL Telecommunications, LLC
118 Hidden Lake Circle
Duncan, SC 29334

Bill-To Address

Address: AFL TELECOMMUNICATIONS LLC
Email To: AFL-TeleAP@popscam.com

PO Details

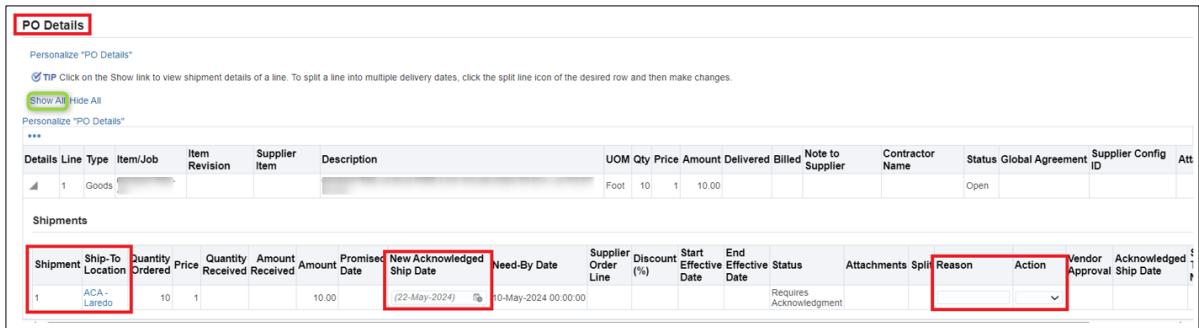
Show All Details | Hide All Details

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
1	Goods	[Redacted]	[Redacted]	[Redacted]	Meter	20		Open			

Return to Orders: Purchase Orders

Actions: Acknowledge Go Export

6.8 Expand the PO Shipment line details by clicking Show All.



PO Details

Personalize "PO Details"

Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

SHOW ALL Hide All

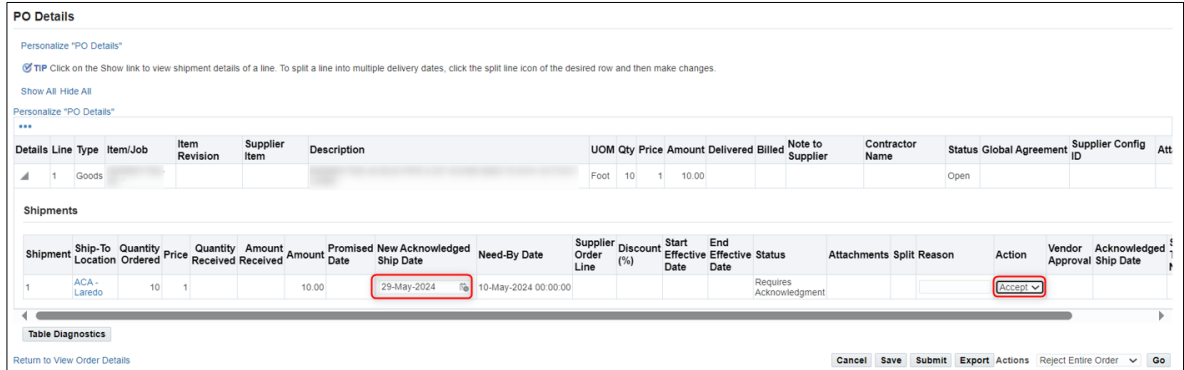
Personalize "PO Details"

Details Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config	Att
1	Goods	[Redacted]		[Redacted]	[Redacted]	Foot	10	1	10.00					Open			

Shipments

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	New Acknowledged Ship Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action	Vendor Approval	Acknowledged Ship Date
1	ACA - Laredo	10		1		10.00		22-May-2024	10-May-2024 00:00:00					Requires Acknowledgment			Requires Acknowledgment			

6.9 Enter the **New Acknowledged Ship Date**. In the Action column, select **Accept** from the drop-down.
NOTE: if there are multiple lines, the information should be populated at each shipment line level.



PO Details

Personalize "PO Details"

TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All Hide All

Personalize "PO Details"

Details Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Att
1	Goods					Foot	10	1	10.00					Open			

Shipments

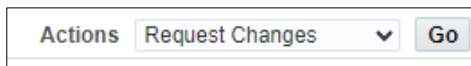
Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	New Acknowledged Ship Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action	Vendor Approval	Acknowledged Ship Date	
1	ACA - Laredo	10	1			10.00		29-May-2024	10-May-2024 00:00:00								Requires Acknowledgment		Accept	

Table Diagnostics

Return to View Order Details

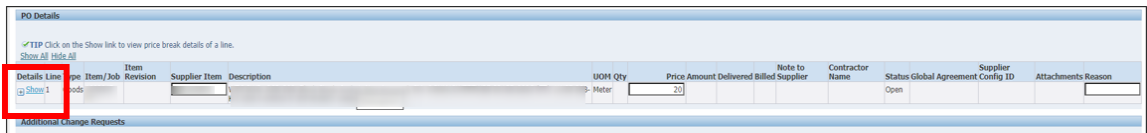
Cancel Save Submit Export Actions Reject Entire Order Go

6.10 If **Promise Date** is not the same as the need by date then Select the **Request Changes** option at the bottom of and click the **Go** button.



Actions Request Changes Go

6.11 Expand the PO Shipment line details as shown below.



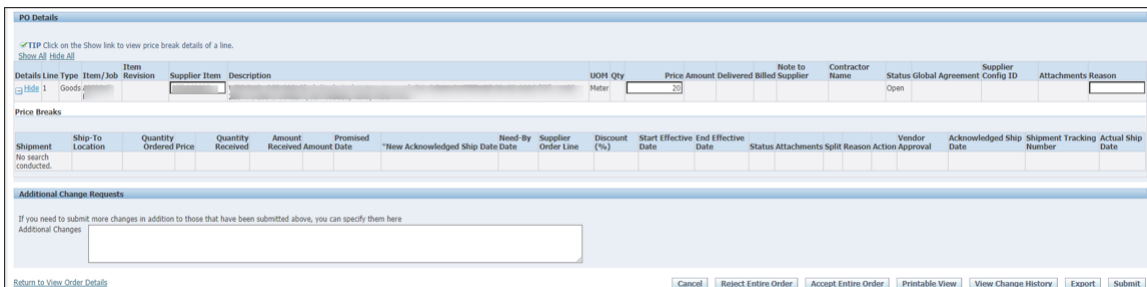
PO Details

TIP Click on the Show link to view price break details of a line.

Show All Hide All

Details Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
1	Goods					Meter								Open				

Additional Change Requests



PO Details

TIP Click on the Show link to view price break details of a line.

Show All Hide All

Details Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
1	Goods					Meter		20						Open				

Price Breaks

Shipment	Ship-To Location	Quantity Ordered	Quantity Received	Amount Received	Amount	Promised Date	New Acknowledged Ship Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action	Approval	Vendor	Acknowledged Ship Date	Shipment Tracking Number	Actual Ship Date	

Additional Change Requests

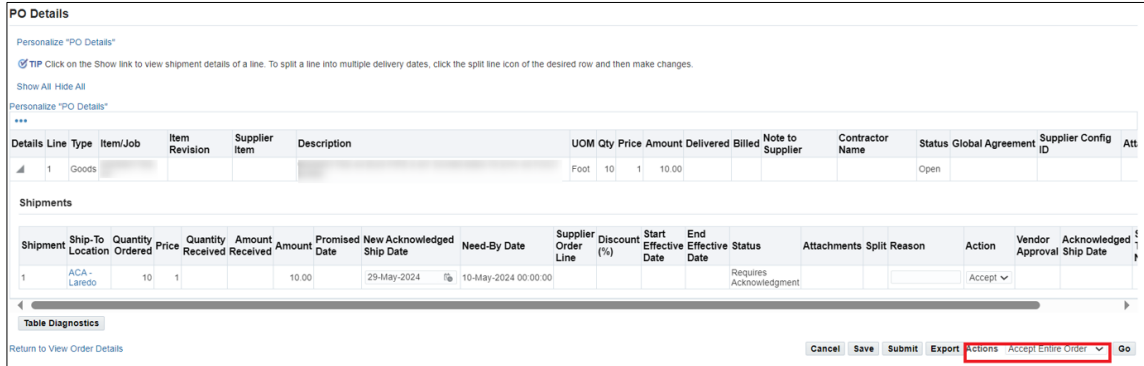
If you need to submit more changes in addition to those that have been submitted above, you can specify them here

Additional Changes

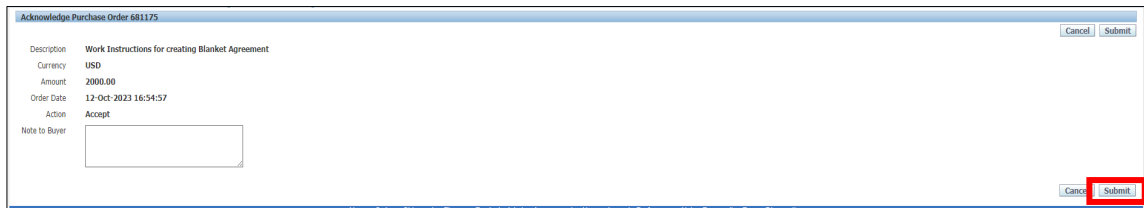
Return to View Order Details

Cancel Reject Entire Order Accept Entire Order Printable View View Change History Export Submit

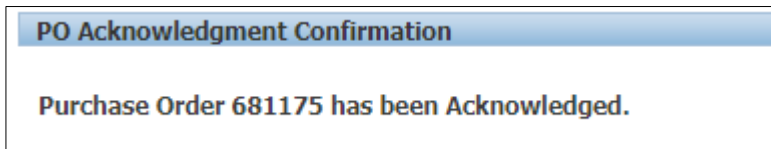
6.12 The Blanket Purchase Agreement needs to be accepted at the header level. Click on **Accept Entire Order** from drop down list.



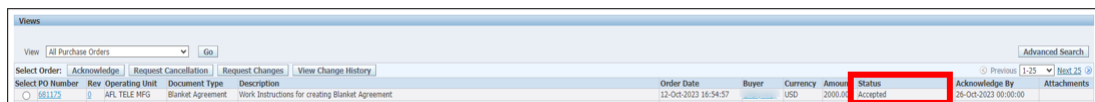
6.13 Click **Submit** at bottom of the page.



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



- Navigate to **Orders** tab and **Purchase Orders**. The Blanket PO# will be in Status column with **Accepted**.



- **NOTE:** Buyer will receive an email from Supplier stating the Blanket Purchase Agreement is accepted.