

# 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 <u>Please click here to Respond</u>. Click the link to go to the iSupplier page.

Action Required: AFL TELE MFG - Blanket Purchase Agreement 681175,0 requires your acceptance 🔤 🕬
Oracle R12 Workflow - AFLPRD <ebsr12_aflproj@afiglobal.com> to me, +</ebsr12_aflproj@afiglobal.com>
Time Zone (GMT -04:00) Eastern Time
From To Sert 12-OCT-2023 16:56:30 ID 6237135 Please log to AFL iSupplier Portal to review and acknowledge this PO. Note that you will have to acknowledge each PO Shipment Line.
2 Attachments • Scanned by Gmail ①
< >> Constant of the second se
Notification Detai PA_81_681175_0



- 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#.

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Home Orders hipme	nts Finance Product Admin Assessments				
nber	✓ Go				
A Warning					
	ging is turned on. This may temporarily reduce performance.				
Notifications				Planning	
Notifications				Orders	
		Full List		Agreements	
Subject			Date	Purchase Orders	
	fard Purchase Order 681098.0 requires your acceptance		06-Sep-2023 17:28:23	<ul> <li>Purchase History</li> </ul>	
	fard Purchase Order 681094.2 requires your acceptance		06-Sep-2023 12:08:48	Shipments	
	et Release 681082-3.1 requires your acceptance		01-Sep-2023 14:53:50	Delivery Schedules	
	et Release 681082-1.1 requires your acceptance		01-Sep-2023 14:42:18	Overdue Receipts	
AFL TELE MEG - Stan	fard Purchase Order 681077.4 requires your acceptance		01-Sep-2023 14:25:18	Advance Shipment Notices	
				Receipts	
1903				Receipts	
Orders At A G	Slance			Returns     On-Time Performance	
		Full List		Invoices	
PO Number	Description		Order Date	Invoices	
681098	Standard PO# Creation Through Invoicing(AFL Responsible for Freight)		06-Sep-2023 17:28:04	Payments	
681097	SR# Testing without personalizations		06-Sep-2023 14:54:46		
681096	Drop Ship PO For new changes		06-Sep-2023 13:26:37	Payments	
681095	DROP SHIP PO new changes		05-Sep-2023 13:26:34		
681094	SR# Testing without personalizations		06-Sep-2023 12:07:56		
Shipments A	t A Glance				
		Full List			
Shipment Number	Packing Slip	Shipment Date			
ASN allowing	r actuary on p	05-Sep-2023 12:19:48			
ASNTEST CRP10110		30-Aug-2023 10:56:07			
ASN101CRP190		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 Prefe	erences Help	

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.
$\odot$ Show table data whe	en all conditions are met.
Show table data whe	en any condition is met.
PO Number	is 🗸 681175
Document Type	is V
Order Date	is 🗸
Buyer	(example: 27-5ep-2023) is ✔
	Go Clear Add Another Acknowledgement Status → Add



#### 6.6 Click on the PO number.

					Views
Specify parameters and values to filter the data that is displayed in your results set.					
O Show table data when all conditions are met.					
Show table data when any condition is met.					
PO Number is V 681175					
Document Type is 🗸					
Order Date is 🗸					
Buyer is V (example 27-5ap-2023)					
Go Clear Add Another Acknowledgement Status V Add					
Select Order: Acknowledge Request Cancellation Request Changes View Chan	inge History				
Select PO Number Rev Operating Unit Document Type Descriptio		Buyer Currency	Amount Status	Acknowledge By	Attachments
661175     Q AFL TELE MFG Blanket Agreement Work Instru	ructions for creating Blanket Agreement 12-Oct-2023 16:54:57	USD	2000.00 Requires Acknowledge	vent 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)		·
Bianket Purchase Agreement: 681175, 0 (100a) USU 2000.00) Currency=USD		Actions Acknowledge  Go Export
Order Information		
General	Terms and Conditions	
Total 2000.00 Suppler Suppler Ste Address	Pyrment Terms Carrier Fold CIP Destination Freight Terms Prepaid Shoping Cottrol	
Buyer	Ship-To Address	
Order Date 12-Oct-2023 16:54:57 Description Work Instructions for creating Blanket Agreement Status Requires Acknowledgment Note to Supplier Operating Unit AFL TELE MFG	Address AFL Telecommunications, LLC 110 Hidden Lake Circle Duncan, SC 29334 Bill To Address	
Sourcing Document Suppler Order Number Attachments None	Address Art TLLCOMMUNICATIONS LLC Email To: APL-ToleAP@oplecan.com	
PO Details		
Show All Details Hide All Details		
Details Line Type Item/Job Supplier Item Description		UOM         Qty         Price         Amount Status         Attachments         Reason           Meter         20         Open         Open
Return to Orders: Purchase Orders		Actions Acknowledge V Go Export

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

C	PO Deta	ils																	
	Personali	te "PO De	ails"																
	TIP CI	ck on the S	show link to vie	w shipment detail	is of a line. To sp	lit a line into mult	iple delivery dates, click t	the split line icon of the d	esired row	and then n	nake chang	es.							
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	Snipme	Locati	on Ordered	Price Received	Received An	Date	Ship Date	Need-By Date	Line	(%)	Date	Date	status	Attac	hments Split F	ceason	Action Ap	proval Ship	Date
	1	ACA - Laredo	10	1		10.00	(22-May-2024) 🐞	10-May-2024 00:00:00					Requires				~		



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 Deta	ls																					
Personaliz	e "PO	Detai	ils"																			
TIP Cli	k on t	he Sh	ow link to vie	w ship	ment details	of a line. T	'o split a	i line into multi	ple delivery dates, click t	he split line icon of the d	lesired row	and the	n make chan	ges.								
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Table Di	agnos	tics																				

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					
<b>#TIP</b> Click on the Show link to view price break details of a line.					
Show All Hide All		Note to	Contractor	Supplier	
Details Line pe Item/Job Revision Supplier Item Description	UOM Qty	Price Amount Delivered Billed Supplier	Name	Status Global Agreement Config ID	Attachments Reason
B Show 1 goods	3- Meter	20		Open	
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Additional Change Requests					

PO Details																						
TIP Click on Show All Hide /		view price b	reak details	of a line.											ote to	Contractor			Suc	plier		
Jetails Line Ty	pe Item/Job	Revision	Supplier I	tem Descript	ion						UOM Qty	Price A	mount Deliv	ered Billed Si	pplier	Name	State	us Global Ag	reement Con	fig ID A	ttachments R	teason
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Price Breaks																						
hipment	Ship-To Location	Quant	ty ed Price	Quantity Received	Amount Received Am	Promise ount Date	1 New A	Acknowledged Sh	Need-By	Supplier Order Line	Discount (%)	Start Effective	e End Effecti Date	status At	achments	Split Reasor		endor	Acknowledge	d Ship Ship	ment Tracking	g Actual Sh Date
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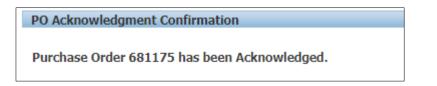
6.12 The Blanket Purchase Agreement needs to be accepted at the header level. Click on **Accept Entire Order** from drop down list.

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k on	the SI	now link to view	v shipr	nent details	of a line. To	split a li	ne into multip	ole delivery dates,	click th	e split line icon of the de	esired row	and t	then m	ake change	es.										
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6.13 Click **Submit** at bottom of the page.

Acknowledge Pr	urchase Order 681175		
		Cancel	Submit
Description	Work Instructions for creating Blanket Agreement		
Currency	USD		
Amount	200.00		
Order Date	12-0ct-2023 16:54:57		
Action	Accept		
Note to Buyer			
		Cance	Submit

• 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**.

Views	
View All Purchase Orders V Go	Advanced Sea
Select Order: Acknowledge Request Cancellation Request Changes View Change History	③ Previous 1-25  V Next.
Select PO Number Rev Operating Unit Document Type Description	Order Date Buyer Currency Amoun Status Acknowledge By Attachm
681175 0 AFL TELE MFG Blanket Agreement Work Instructions for creating Blanket Agreement	12-Oct-2023 16:54:57 USD 2000.0C Accepted 26-Oct-2023 00:000

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