

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
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Notification Detai



- 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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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 V 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 fitter the data that is displayed in your results set.							
Show table data when all conditions are met.							
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PO Number is v 681175							
Document Type is 🛩							
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Buyer is 🗸							
Go Clear Add Another Acknowledgement Status V Add							
Select Order: Acknowledge Request Cancellation Request Changes View Change History							
Select PO Number Rev Operating Unit Document Type Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
Sell275 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.

Disabal Parabase Associated (2007) A (Table 1970 2000 201		
Currency=USD		Actions Acknowledge V Go Export
Order Information		
General	Terms and Conditions	
Total 2000.00 Suppler Suppler Address	Payment Terms Carrier Frod: CLP Destination Freight Terms Prepaid Stepong Centrel	
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	Address All Telecommunications, LLC 1. Distances, Sc 29334	
Spuring Document Suppler Order Number Attachments None	BIT 19 ARKETSS Address Address Enabling Control (Control of Control of Contro	
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**.

w shipment details o	of a line. To split a	a line into multiple delivery dates, click th	he split line icon of the desi	ired row	and then n	nake change	PS.						
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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 D	etails																														
Perso	nalize '	PO Del	tails"																												
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Return t	o View	Order I	Detail	s																			Cancel	Sa	ve S	ubmit	Exp	ort Actions R	eject Entir	e 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 Clok on the Show link to view orice break details of a line.					
Show All Hide All					
Item		Note to	Contractor	Supplier	
Details Line type Item/Job Revision Supplier Item Description	UOM Qty	Price Amount Delivered Billed Supplier	Name	Status Global Agreement Config ID	Attachments Reason
(a) Show 1 words	3- Meter	20		Open	
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Additional Change Requests					
Additional Change Requests					

P0 Details										
#TIP Clck on the Show link to view price break details of a line. Show All Hold All										
Item Description Supplier Burger Supplier Suppli										
Price Breaks										
Skip 0 bijment Quantity Answit Premind Need by Needworks/get by Date Need by Press Need by Date Need by Date Need by Skip Answit/skip Needby Date Needby Date Needby Skip Needby S										
no search conducted,										
Additional Channe Requests										
If you need to submit more changes in addition to those that have been submitted above, you can specify them here										
Addtonul Charges										
Riturn to Yew Order Ditals										



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

PO	Deta	ils																									
Pe	sonal	ze "	PO De	tails"																							
ø	TIP CI	ick o	on the S	Show link to vie	ew ship	ment details	s of a line. T	o split a li	ne into multij	ple delivery dates,	click th	e split line icon of the d	esired row	and t	hen m	ake chang	es.										
Sh	w All	Hide	e All																								
Pers	onalize	e "Po	O Deta	ils"																							
Det	ils L	ine	Туре	Item/Job	lte Re	m vision	Supplier	De	scription				UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Co Na	ntract me	or	Status	Global Agree	ment Sup ID	plier Config	Att
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1			ACA - Laredo	10	1			10.00)	29-May-2024	16	10-May-2024 00:00:00						Require Acknow	s ledgment					Accept 🗸			
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T	able C	liagi	nostics	1																							
Retu	n to V	liew	Order I	Details																Cancel	Save	Subm	it Exp	ort Actions	ccept Entir	e Order 🗸	Go

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 🗸 Go						Adv	anced Search
Select Order: Acknowledge Request Cancellation Request Changes View Change History							
Select PO Number Rev Operating Unit Document Type Description	Order Date	Buyer	Currency	Amoun	Status	Acknowledge By	Attachments
<u>681175</u> <u>0</u> AFL TELE MFG Blanket Agreement Work Instructions for creating Blanket Agreement	12-Oct-2023 16:54:57		USD	2000.00	Accepted	26-Oct-2023 00:00:00	

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