

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

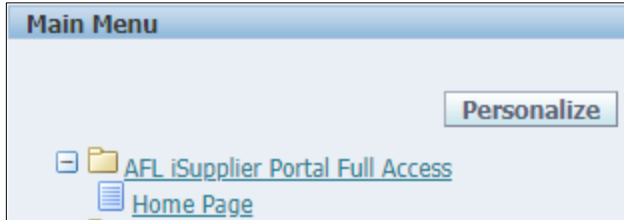
- 5.1 Users must have necessary Oracle responsibilities and security assigned to them to complete the following steps.

6. Procedure – Initial Acknowledgement of Blanket Purchase Agreement

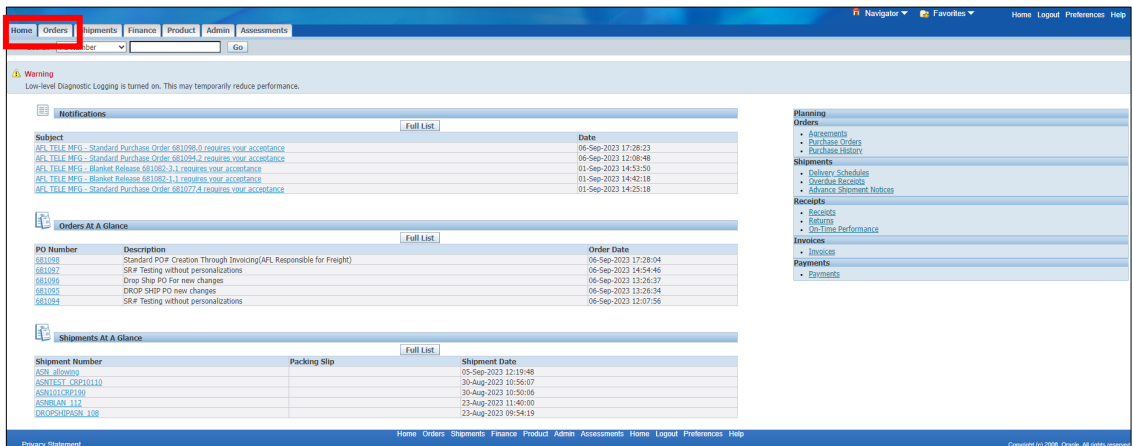
- 6.1 Supplier will Receive an email from Buyer saying there is a Blanket Purchase Agreement that requires acknowledgement.
- Supplier will receive an email with Action Required in the subject line. There will be a link in the message to **Please click here to Respond**. Click the link to go to the iSupplier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

Document Type is

Order Date is

Buyer is



6.6 Click on the PO number.

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:

Select Order	Acknowledgment	Request Cancellations	Request Changes	View Change History	Order Date	Buyer	Currency	Amount	Status	Acknowledged By	Attachments
681175					12-Oct-2023 15:54:57	AFL TELE MFG	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.

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

Actions:

Order Information

General

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

Buyer: 12-Oct-2023 15:54:57
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]
CIP Destination: [Redacted]
Freight Terms: Prepaid
Shipping Control: [Redacted]

Ship-To Address

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

Bill-To Address

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

PO Details

Show All Details | Hide All Details

Details Line	Type	Item/Job	Supplier Item	Description	UOH	Qty	Price	Amount	Status	Attachments	Reason
1	Goods				Meter	20			Open		

Return to Orders: Purchase Orders

Actions:

6.8 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.

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

Additional Change Requests

Price Breaks

Shipment	Ship To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Promised Amount	*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	Shipment Tracking Number	Actual Ship Date
No search conducted.																				

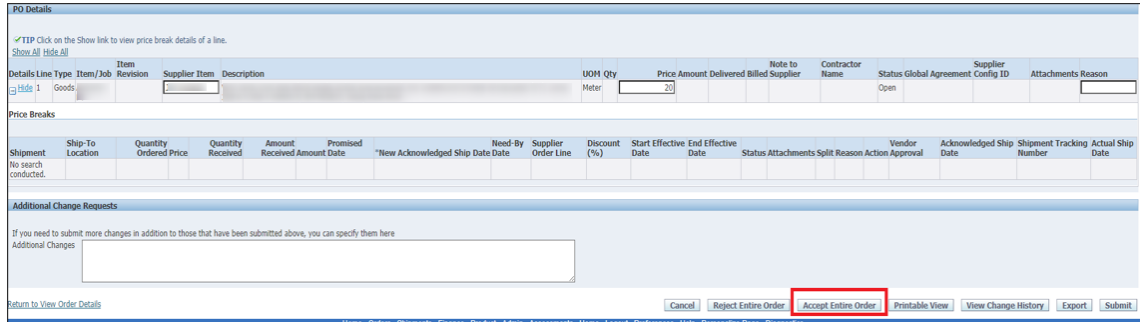
Additional Change Requests

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

- 6.9 The Blanket Purchase Agreement needs to be accepted at the header level. Click on **Accept Entire Order**.



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 Supplier	Note to Contractor	Status	Global Agreement	Config ID	Supplier	Attachments	Reason
1	Goods					Meter	20					Open					

Price Breaks

Shipment	Ship-To Location	Quantity Ordered	Quantity Received	Amount Received	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	Shipment Tracking Number	Actual Ship Date	
No search conducted.																				

Additional Change Requests

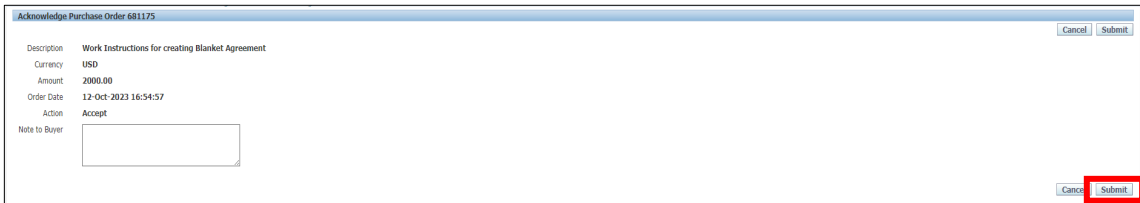
If you need to submit more changes in addition to those that have been submitted above, you can specify them here.

Additional Changes

Return to View Order Details

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

- 6.10 Click **Submit** at bottom of the page.



Acknowledge Purchase Order 681175

Cancel Submit

Description Work Instructions for creating Blanket Agreement

Currency USD

Amount 2000.00

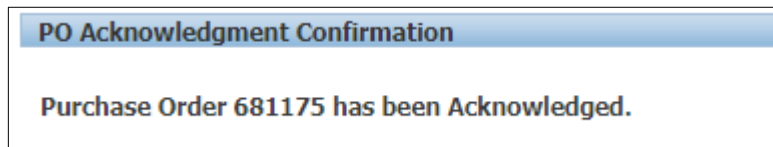
Order Date 12-Oct-2023 16:54:57

Action Accept

Note to Buyer

Cancel **Submit**

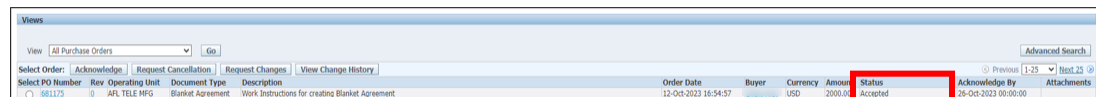
- This message will be displayed once change is submitted by supplier.



PO Acknowledgment Confirmation

Purchase Order 681175 has been Acknowledged.

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



Views

View All Purchase Orders Go

Advanced Search

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
					681175	3	AFL TELE WFG	Blanket Agreement	Work Instructions for creating Blanket Agreement	12-Oct-2023 16:54:57		USD	2000.00	Accepted		

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