

End User Requirements – Initial Acknowledgement of Purchase Order by Supplier for both Standard and Blanket Releases

1. Purpose

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

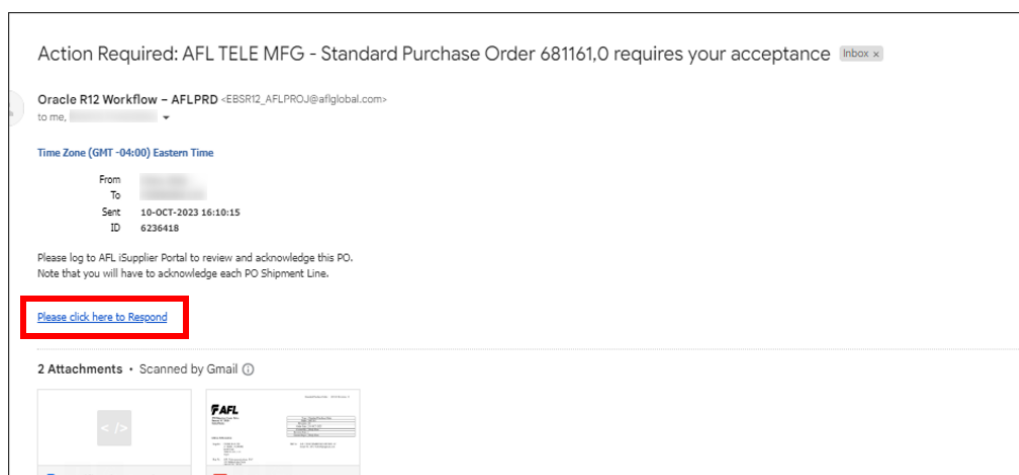
- 4.1 This procedure provides steps and screenshots to Initially Acknowledge a Standard Purchase Order/Blanket Release by Supplier and populate Promise Date and Acknowledge Ship Date by Supplier.

5. Requirements

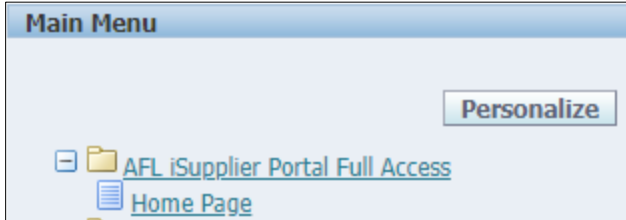
- 5.1 Users must have necessary Oracle responsibilities and security assigned to them to complete the following steps.

6. Procedure – Initial Acknowledgement of a Standard Purchase Order/Blanket Release and Populate Promise date and Acknowledge Ship Date

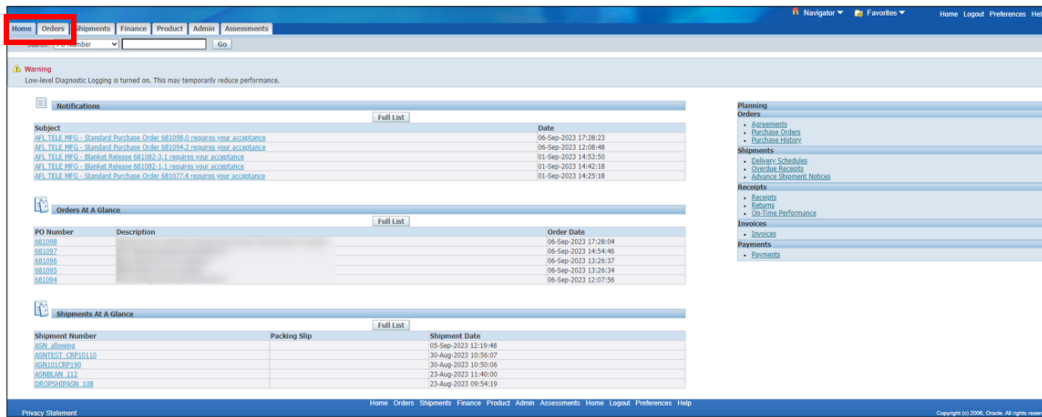
- 6.1 Supplier will Receive an email from Buyer saying there is a Standard Purchase Order that requires acknowledgement.
 - Supplier will receive an email with Action Required in the subject line. There will be a link in the message to **Please click here to Respond**. Click the link to go to the iSupplier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



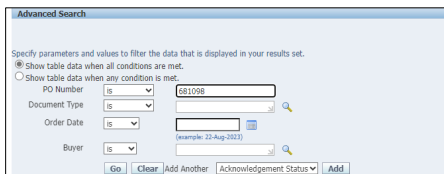
- 6.2 Navigate to the **AFL iSupplier Portal Full Access** responsibility.
- 6.3 Double click the **Home Page** function.



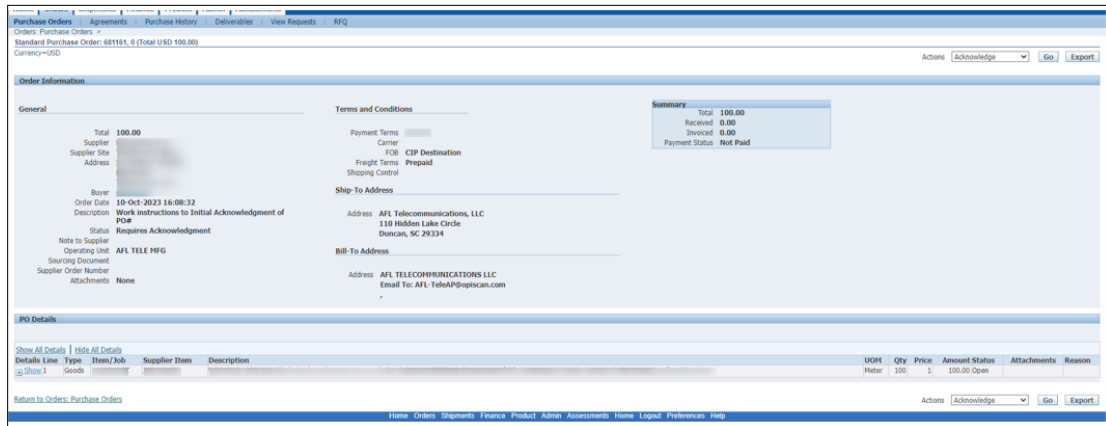
- 6.4 Click on the **Orders** tab and **View, Purchase Orders to Acknowledge** or click on **Advanced Search** to search for particular PO#.



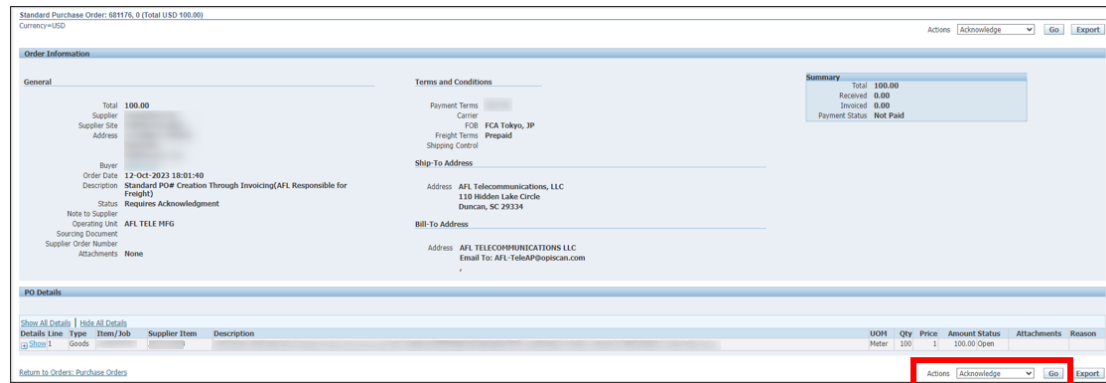
- 6.5 Complete the fields as required and click the **Go** button to display the PO Details.



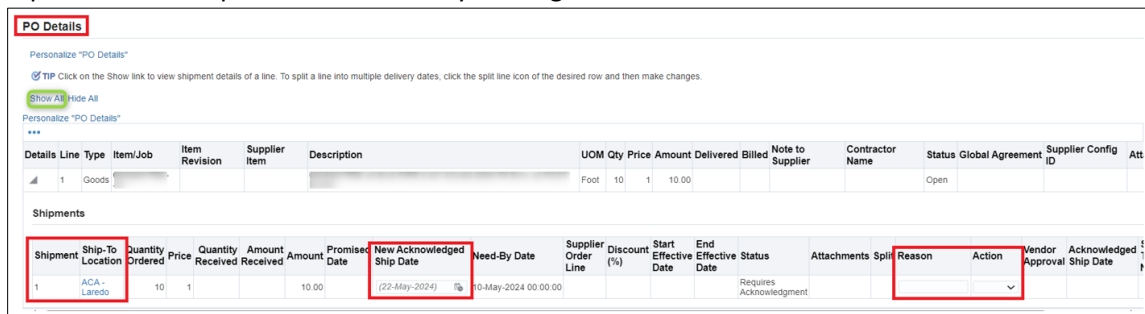
6.6 Click on the PO number.



6.7 Select the option from the Actions drop-down menu at the bottom of the page and click **Go**.
If **Promised Date** is the same as the **Need By Date**, select **Acknowledge** from dropdown list.



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



- 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.

The screenshot shows the 'PO Details' page. Under the 'Shipments' section, there is a table with columns: 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, and Shipment Tracking Number. The 'New Acknowledged Ship Date' is highlighted with a red box and contains the value '29-May-2024'. The 'Action' dropdown menu is also highlighted with a red box and shows 'Accept' selected.

- 6.10 Once **Details** are populated for all the required fields such as **New Acknowledged Ship Date** and **Action**, click **Submit** at bottom of the page.
- 6.11 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.

The screenshot shows the 'Actions' dropdown menu. The 'Request Changes' option is selected, and the 'Go' button is visible to the right.

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

The screenshot shows the 'PO Details' page with the 'Show All' button highlighted in green. The 'Shipments' table is expanded to show more columns: Reason, Action, Vendor Approval, Acknowledged Ship Date, Shipment Tracking Number, and Actual Ship Date. The 'New Acknowledged Ship Date' and 'Action' (set to 'Change') are highlighted with red boxes.

- 6.13 Enter the **Promised Date** and **New Acknowledged Ship Date**. In the Action column, select **Change** from the drop-down menu and enter the **Reason** at shipment line level. **NOTE:** if there are multiple lines, the information should be populated at each shipment line level. If needed, you can change the **price** or **quantity** at this time.

The screenshot shows the 'PO Details' page with the 'Shipments' table expanded. The 'Promised Date' is set to '27-Oct-2023 18:09:21' and the 'New Acknowledged Ship Date' is set to '25-Oct-2023'. The 'Action' dropdown menu is highlighted with a red box and shows 'Change' selected. The 'Reason' field is also highlighted with a red box and contains the text '(Ship date popu)'.

NOTE: If AFL is handling transportation, please refer to the AFL Routing Guide Matrix.xlsx file located on the iSupplier landing page (aflglobal.com/iSupplier) to determine the purchase order Promised Date.

- Go to **US Transit Time** tab if you are shipping from the United States or to the **International Transit Time** tab for international shipments.
- Enter your **Projected Ship Date**.
- Then go to the **AFL destination City, State** section for the ship-from information. Enter the **Origin State** and **Ship Method**.
- Enter the **Promise Date** that the spreadsheet has calculated as your **Promised Date** in the Purchase Order Acknowledgement.

AFL		AFL TELECOMMUNICATIONS U.S. ROUTING GUIDE - LTL / TL / PARCEL	
Projected Ship Date	11/30/23	<i>Enter Projected Ship Date here to populate promise date below. Use Date format MM/DD/YYYY ie. 03/25/2023</i>	
<i>Instructions</i>			
AFL Destination City, State	Duncan, SC	1) Check AFL PO Document for Ship To City, State	
Origin State	LA	2) Click on the drop down box and select Origin State/Ship from State	
Ship Method	TL	3) Click on the drop down box and select shipment mode	
Average Transit Days	2		
Promise Date	12/4/2023	4) Enter date shown here as the promise date in supplier portal	
<i>Instructions</i>			
AFL Destination City, State	Laredo, TX	1) Check AFL PO Document for Ship To City, State	
Origin State	AL	2) Click on the drop down box and select Origin State/Ship from State	
Ship Method	TL	3) Click on the drop down box and select shipment mode	
Average Transit Days	4	<i>Note: Two days are added for transit from Laredo, TX to Monterrey, MX</i>	
Promise Date	12/6/2023	4) Enter date shown here as the promise date in supplier portal	
<i>Instructions</i>			
AFL Destination City, State	Kent, WA	1) Check AFL PO Document for Ship To City, State	
Origin State	SC	2) Click on the drop down box and select Origin State/Ship from State	
Ship Method	LTL	3) Click on the drop down box and select shipment mode	
Average Transit Days	8		
Promise Date	12/12/2023	4) Enter date shown here as the promise date in supplier portal	

US Transit Time | International Transit Time | ASN Instructions | Drop Ship Instructions | **AFL ROUTING GUIDE**

6.14 Once **Details** are populated for all the required fields such as **Promised Date**, **New Acknowledged Ship Date**, **Action** and **Reason**, click **Submit** at bottom of the page.

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

Change Order Confirmation

Change Request for Purchase Order 681161 has been submitted for approval.

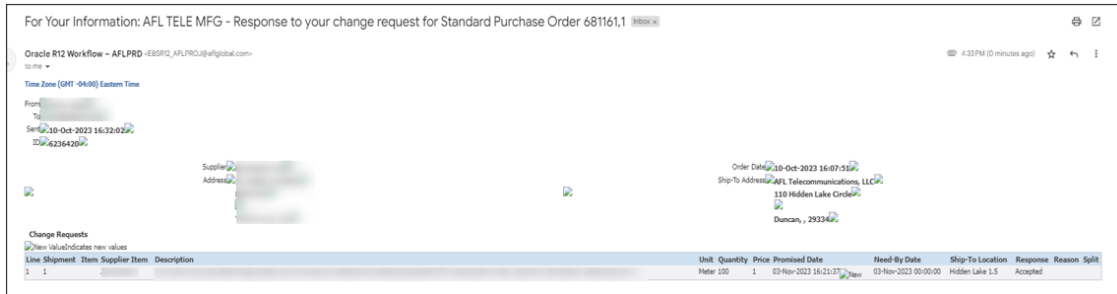
- Navigate to the **Orders** tab and **Purchase Orders**. The PO# will be in the Status column with **Supplier Change Pending** notice – waiting for Buyer approval.



Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
681161		AFL TELE MFG	Standard PO	Work instructions to Initia Acknowledgment of PO#	19-Oct-2023 16:08:32		USD	100.0	Supplier Change Pending	20-Oct-2023 00:00:00	

- **NOTE:** In the Buyer Acknowledgement process, the Approval needs to be completed with changes before Supplier can take the next actions.

6.15 Supplier will receive an email with Buyer Acceptance/Rejection lines and a second email to log into iSupplier portal and accept changes.



For Your Information: AFL TELE MFG - Response to your change request for Standard Purchase Order 681161.1

Oracle R12 Workflow - AFLPRD <ESPRD_AFLPRD@afglobal.com>

Time Zone (GMT -04:00) Eastern Time

From: [Redacted]

To: [Redacted]

Sent: 19-Oct-2023 16:32:02

Subject: 6226420#

Supplier Address: [Redacted]

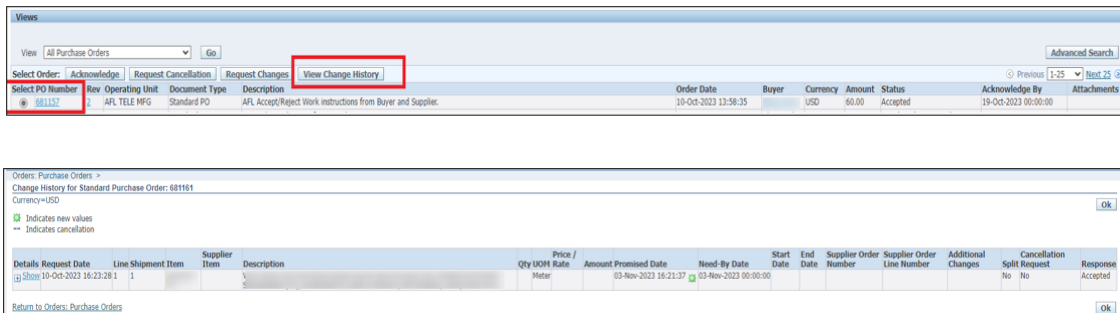
Order Date: 19-Oct-2023 16:07:35

Ship-To Address: AFL Telecommunications, LLC
110 Hidden Lake Circle
Duncan, 29326

Change Requests

Line	Shipment	Item	Supplier Item	Description	Unit	Quantity	Price	Promised Date	Need-By Date	Ship-To Location	Response	Reason	Split
1	1				Meter	100	1	03-Nov-2023 16:21:37	03-Nov-2023 00:00:00	Hidden Lake 1.5	Accepted		

6.16 Navigate to the iSupplier Portal. Go to **Home** page and click on **Orders, Purchase Orders**. Select purchase order and click on **View Change History**.



Views

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
681161		AFL TELE MFG	Standard PO	AFL Accept/Reject Work instructions from Buyer and Supplier.	19-Oct-2023 13:58:35		USD	60.00	Accepted	19-Oct-2023 00:00:00	

Orders: Purchase Orders >

Change History for Standard Purchase Order: 681161

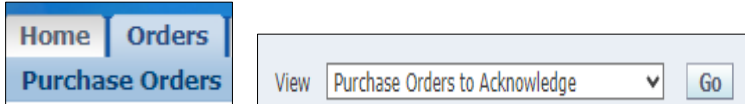
Currency=USD

Indicates new values

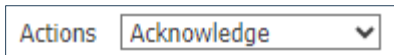
Indicates cancellation

Details	Request Date	Line	Shipment	Item	Supplier Item	Description	Qty	UOM	Rate	Amount	Promised Date	Need-By Date	Start Date	End Date	Supplier Order Number	Supplier Order Line Number	Additional Changes	Cancellation Split Request	Response	
Show	19-Oct-2023 16:22:28	1						Meter			03-Nov-2023 16:21:37	03-Nov-2023 00:00:00						No	No	Accepted

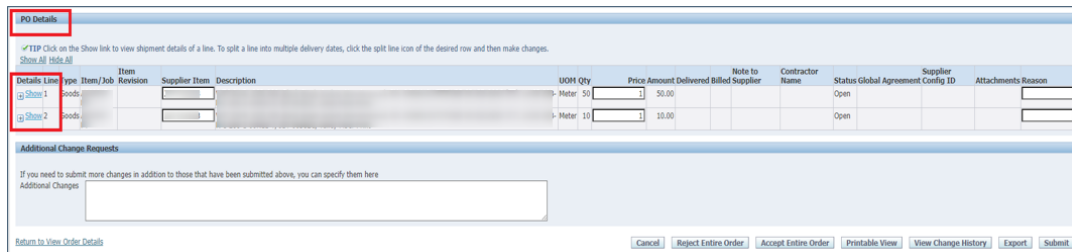
- 6.17 Click on link in email and log into portal. Navigate to **AFL iSupplier Portal Full Access, Home Page**. Then click on **Advanced Search** or **View**.



- 6.18 Select and click on PO#. In the **Actions** sections, select **Acknowledge** from the drop-down menu and click **Go**.



- Navigate to **PO Details** and click on the **+** icon to expand.



- If there are changes, the Action **Accept/Change Reason** needs to be selected for each shipment line.

- In the **Action** column, choose **Accept** from the drop-down menu. Then click **Submit**.

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

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
Hide 1	Goods					Each	10	55.12	551.20				Open				

Shipments

Shipment	Ship-To Location	Quantity Ordered	Quantity Received	Amount Received	Amount Promised	Inv. Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action	New Acknowledged Ship Date	Vendor Approval	Acknowledged Ship Date	Shipment Tracking Number	Actual Ship Date	
1	Hidden Lake 1.5	10	55.12		551.20	25-Sep-2023 18:01:13	28-Sep-2023 00:00:00					Requires Acknowledgment			Accept			27-Sep-2023			

- This message will be displayed.

PO Acknowledgment Confirmation

Purchase Order 681161 has been Acknowledged.

- **NOTE:** Buyer will receive an email from Supplier stating that the Purchase Order is accepted.
- Confirm the **Vendor Approval** and **Acknowledged Ship Date** fields are populated.

PO Details

Show All Details Hide All Details

Details Line	Type	Item/Job	Supplier Item	Description	UOH	Qty	Price	Amount	Status	Attachments	Reason
Hide 1	Goods				Meter	100	1	100.00	Open		

Shipments

Shipment	Ship-To Location	Qty	Ordered	Received	Amount	Ordered	Received	Amount	Inv. Date	Need-By Date	Payment Status	Status	Supplier Line	Split Reason	Attachments	Vendor Approval	Acknowledged Ship Date	Shipment Tracking Number	Actual Ship Date
	Hidden Lake 1.5	100						100.00	03-Nov-2023 16:21:37	03-Nov-2023 00:00:00		Accepted				Yes	01-Nov-2023		