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.
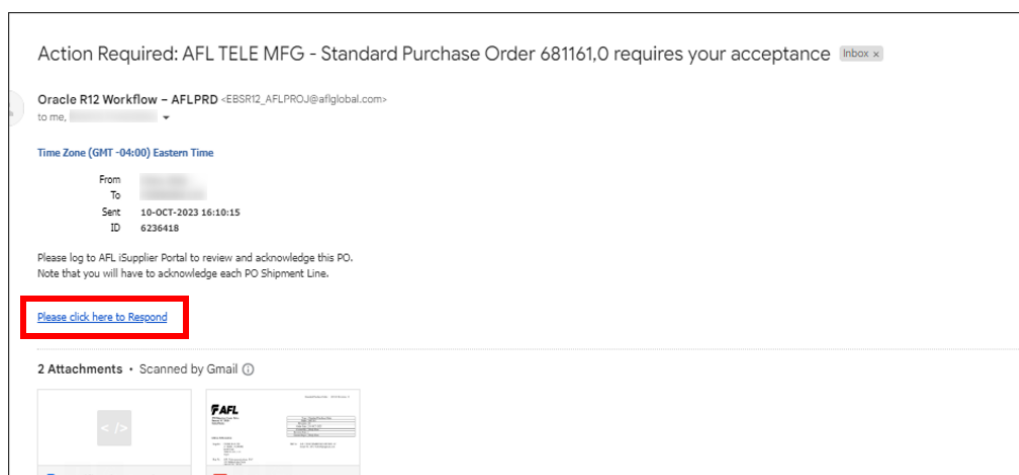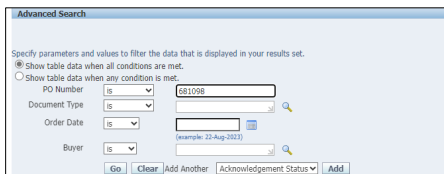
6.2   Navigate to the **AFL iSupplier Portal Full Access** responsibility.
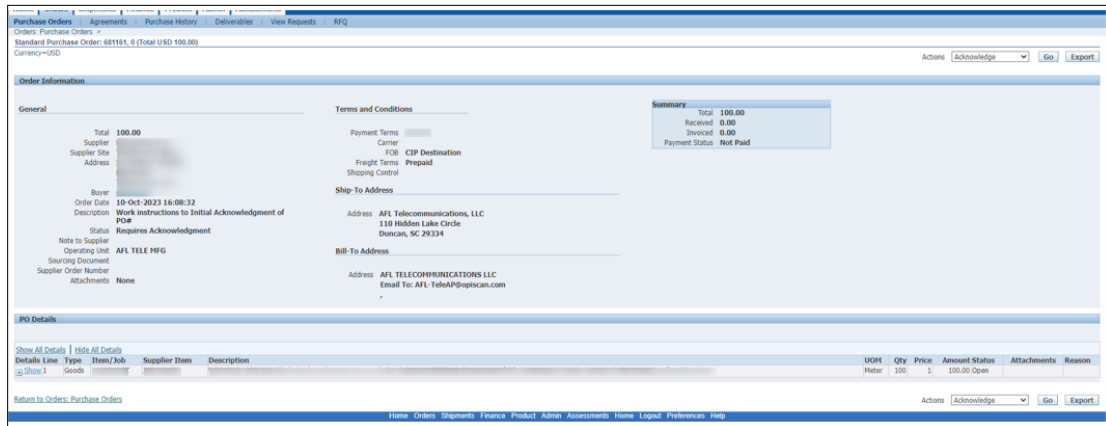
6.3   Double click the **Home Page** function.
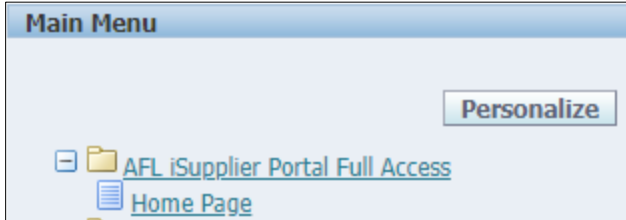
6.4   Click on the **Orders** tab and **View**, **Purchase Orders** to **Acknowledge** or click on **Advanced Search** to search for particular PO#.
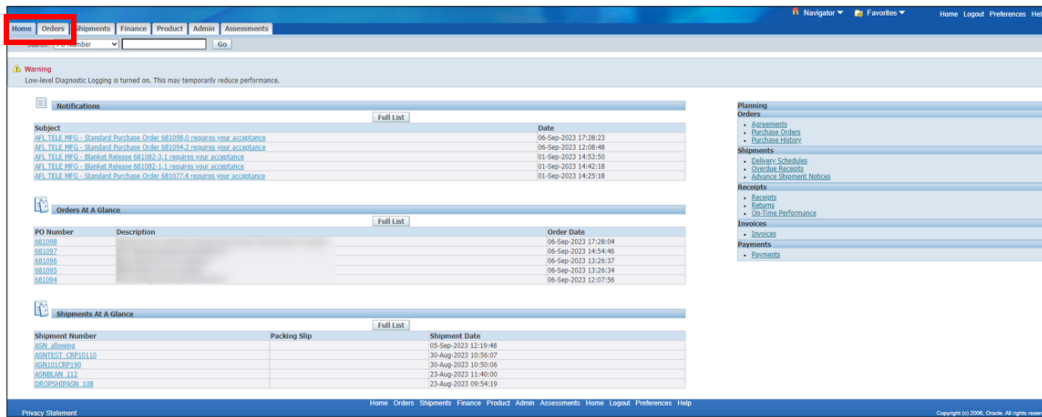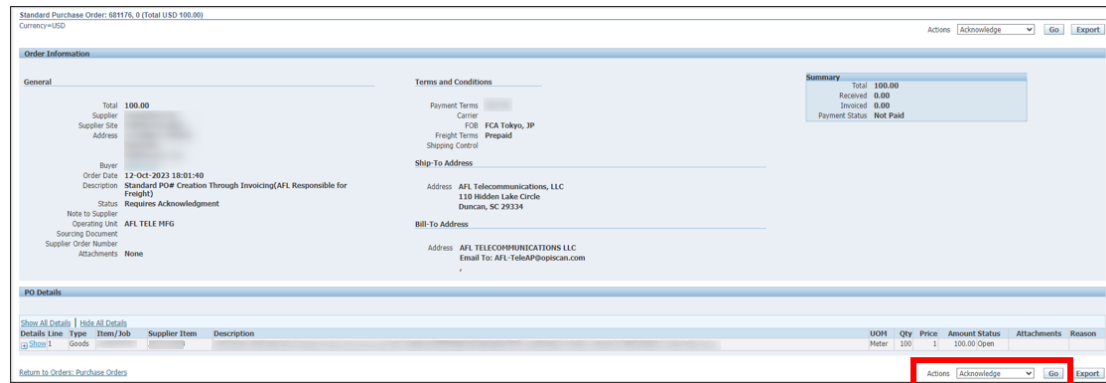

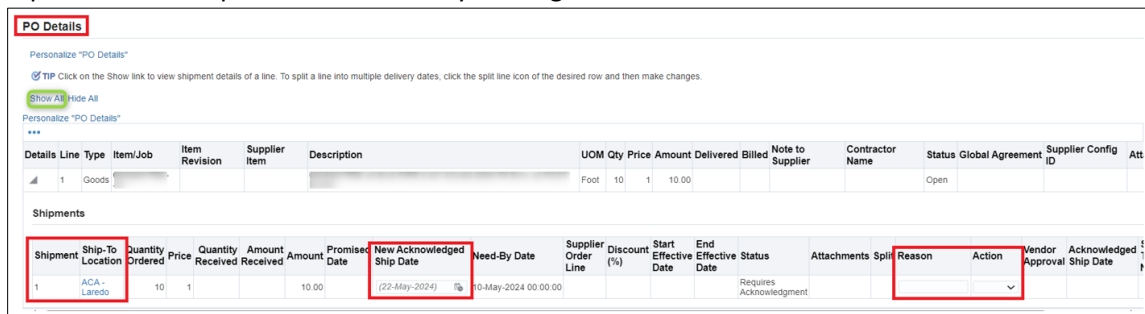6.5   Complete the fields as required and click the **Go** button to display the PO Details.

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. <mark>NOTE:</mark> If there are multiple lines, the information should be populated at each shipment line level.

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.

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

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. <mark>NOTE:</mark> 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.

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.

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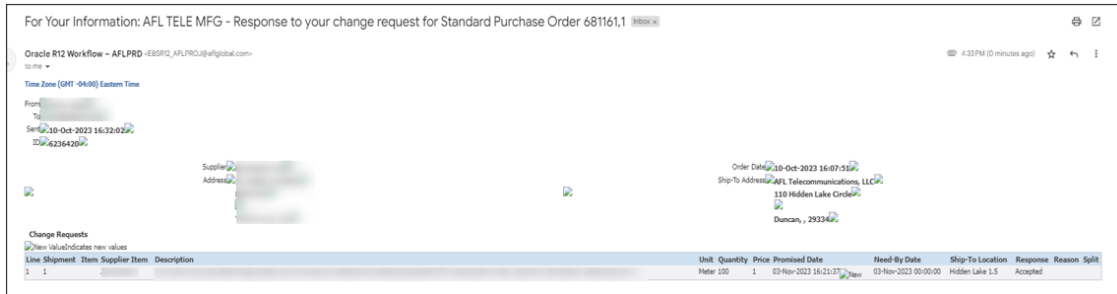
- Navigate to the **Orders** tab and **Purchase Orders**. The PO# will be in the Status column with **Supplier Change Pending** notice – waiting for Buyer approval.

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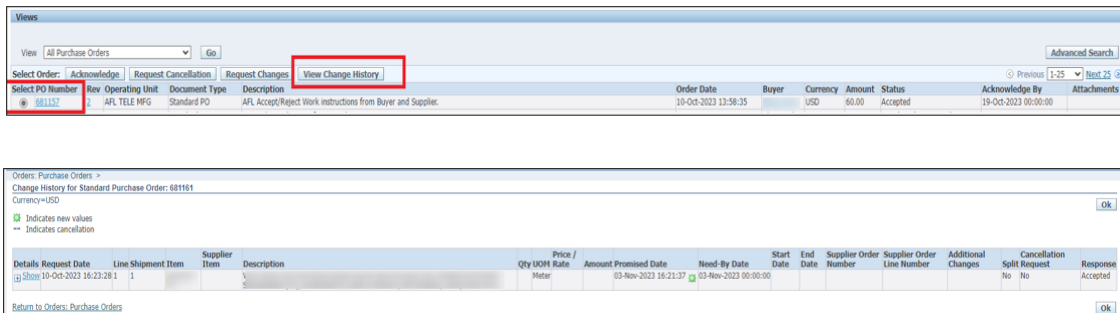
6.16   Navigate to the iSupplier Portal. Go to **Home** page and click on **Orders**, **Purchase Orders**. Select purchase order and click on **View Change History**.
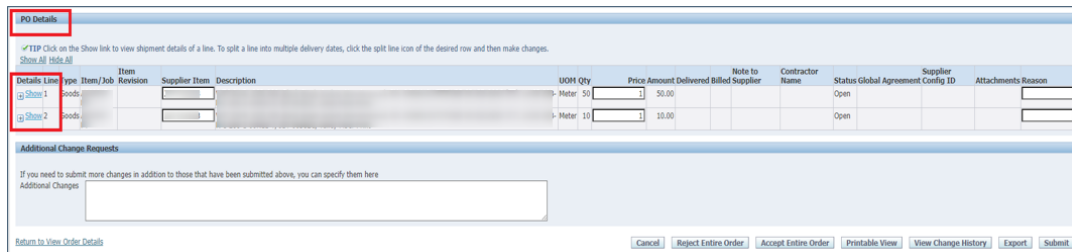

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6.17   Click on link in email and log into portal. Navigate to **AFL iSupplier Portal Full Access**, **Home Page**. Then click on **Advanced Search** or **View**.
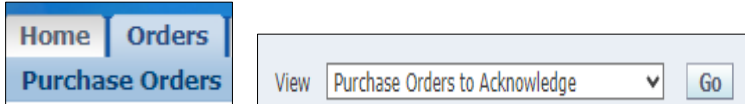
6.18   Select and click on PO#. In the **Actions** sections, select **Acknowledge** from the drop-down menu and click **Go**.
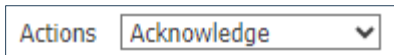
- Navigate to **PO Details** and click on the **+** icon to expand.

- 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**.

- 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.