

## End User Requirements – Initial Acknowledgement of Purchase Order by Supplier for both Standard and Blanket Releases using Multiple PO Update option.

### 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 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

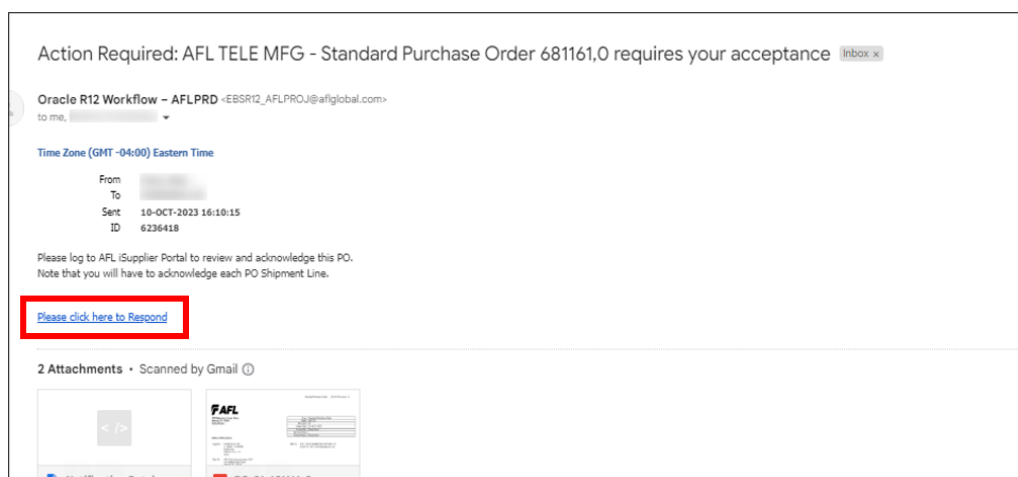
- 4.1 This procedure provides steps and screenshots to Initially Acknowledge a Standard Purchase Order/Blanket Release by Supplier and populate Promise Date and Acknowledge Ship Date by Supplier.

### 5. Requirements

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

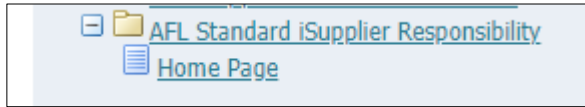
### 6. Procedure – Initial Acknowledgement of a Standard Purchase Order/Blanket Release and Populate Promise date

- 6.1 Supplier will receive an email from a 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.

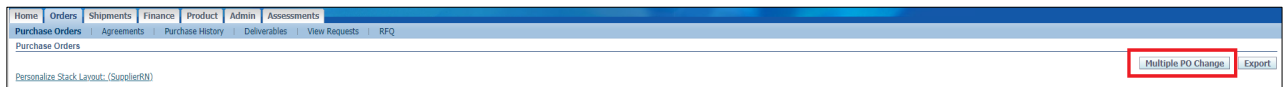


6.2 Navigate to the **AFL Standard iSupplier Responsibility**.

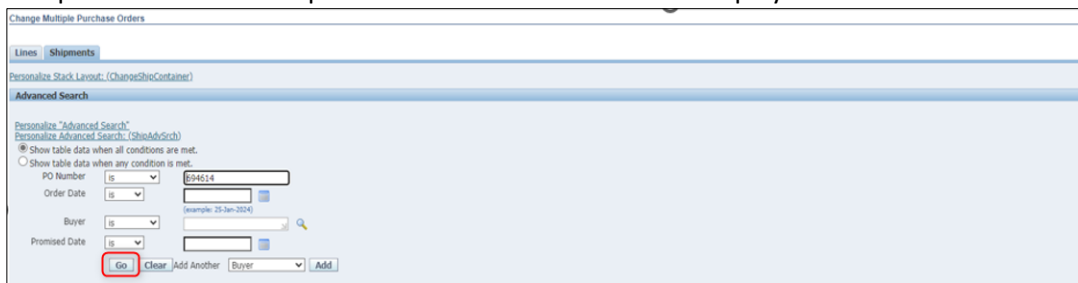
6.3 Double click the **Home Page** function.



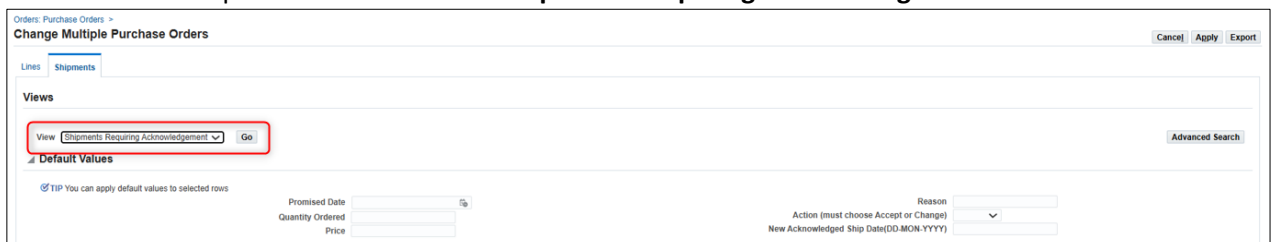
6.4 Click on the **Orders** tab then click on **Multiple PO Change** to View **Purchase Orders to Acknowledge** or click on **Advanced Search** to search for particular purchase order number.



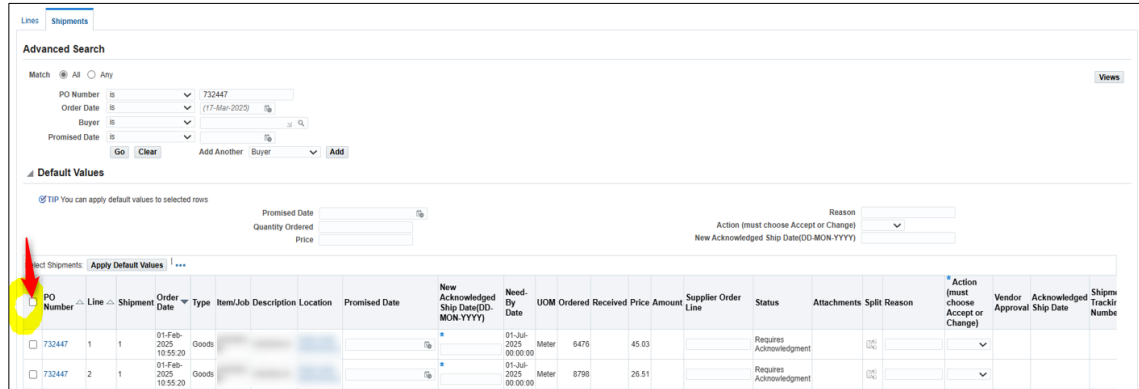
6.5 Complete the fields as required and click the **Go** button to display the PO Details.



Or click on the drop down to select **View: Shipments Requiring Acknowledgment**

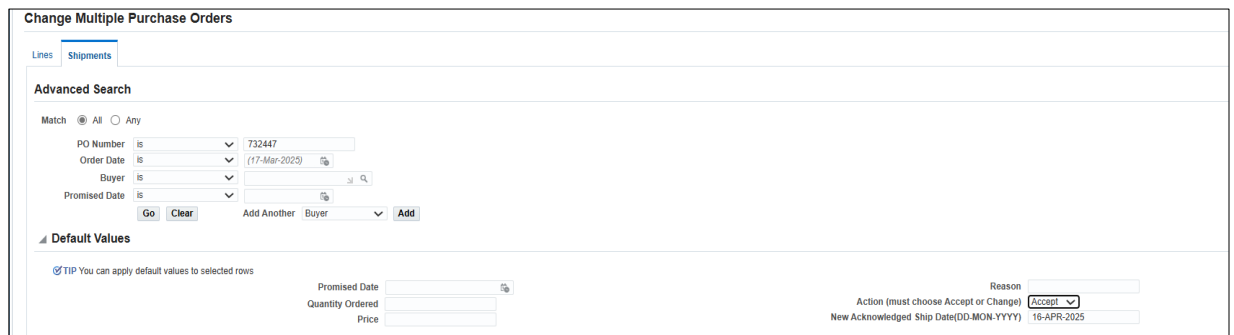


- 6.6 Click on the check box to select all lines. Or if you want to select specific PO and lines, you'll need to check only those PO's and lines.

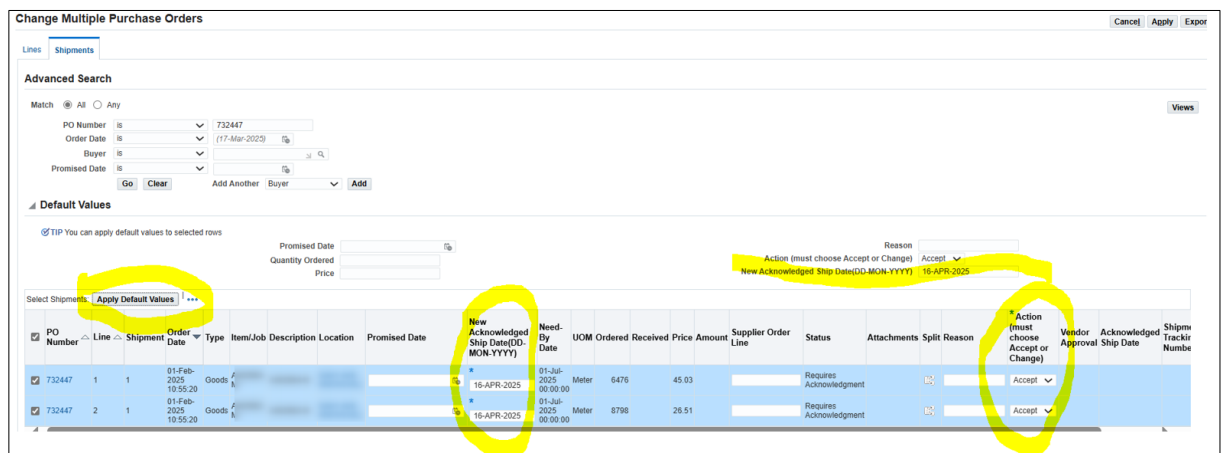


- 6.7 In the case where **Promise Date** is the same as the **Need By Date**, only populate the **New Acknowledged Ship Date** and select **Action: Accept**

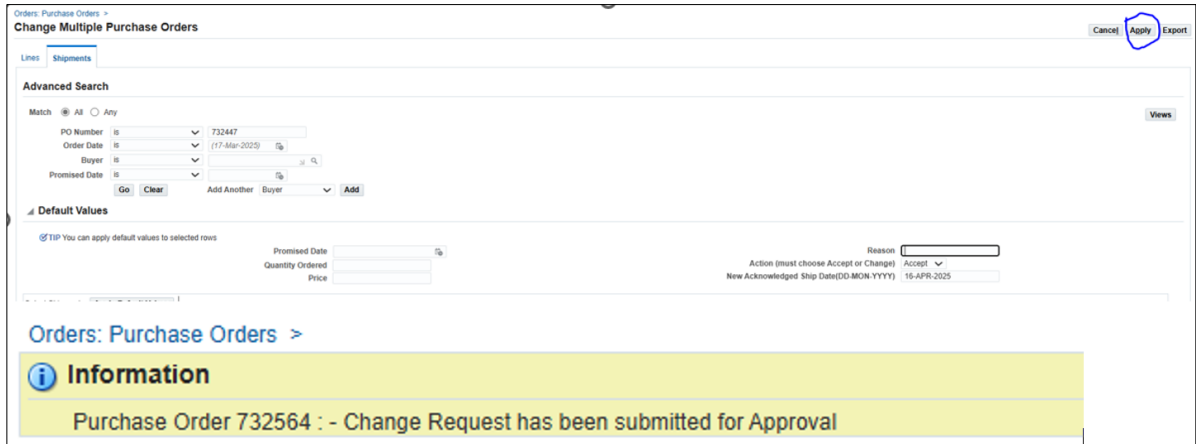
**Note:** For **Action: Accept** the **Reason** is not required to be entered.



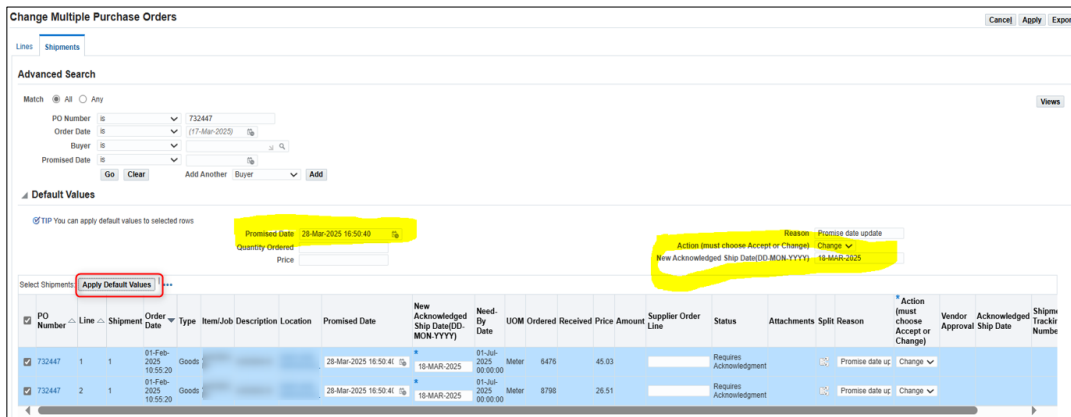
Click on **Apply Default Values** to populate values for all shipment lines.



Click on **Apply**

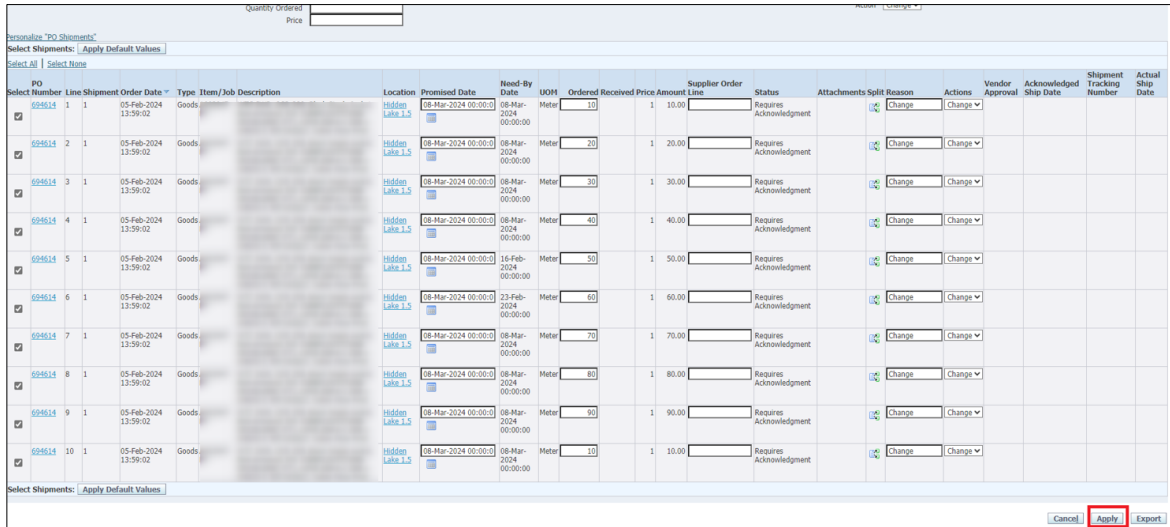


- 6.8 In the case of no changes to **Promise Date** the PO will be auto approved without Buyer acceptance.
- 6.9 In the case of a change in **Promise Date**, enter the **Promised Date** and **New Acknowledged Ship Date**. In the **Action** column, select **Change** from the drop-down menu and enter the **Reason** at the shipment line level. Click on **Apply Default Values** to populate values for all shipment lines.



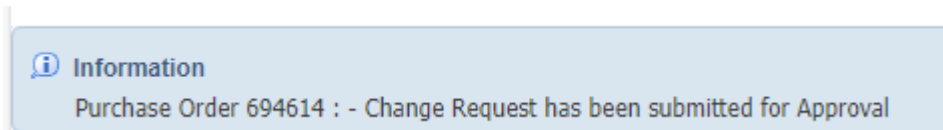
PO Number	Line	Shipment Order Date	Type	Item/Job Description	Location	Promised Date	New Acknowledged Ship Date (DD-MON-YYYY)	Need-By Date	UOM	Ordered	Received	Price	Amount	Supplier Order Line	Status	Attachments	Split Reason	Action (must choose Accept or Change)	Reason	Vendor Approval	Acknowledged Ship Date	Shipment Tracking Number
732447	1	01-Feb-2025 16:55:20	Goods			28-Mar-2025 16:50:40	18-MAR-2025	01-Jul-2025 00:00:00	Meter	6476	45.03			Requires Acknowledgment				Promote date update	Change			
732447	2	01-Feb-2025 16:55:20	Goods			28-Mar-2025 16:50:40	18-MAR-2025	01-Jul-2025 00:00:00	Meter	8798	26.51			Requires Acknowledgment				Promote date update	Change			

## 6.10 Click on Apply



PO Select Number	Line	Shipment Order Date	Type	Item/Job Description	Location	Promised Date	Need By Date	UOM	Ordered	Received	Price	Amount	Supplier Order Line	Status	Attachments	Split Reason	Actions	Vendor Approval	Acknowledged Ship Date	Shipment Tracking Number	Actual Ship Date
694614	1	05-Feb-2024 13:59:02	Goods		Hidden Lake 3.0	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	10		1	10.00		Requires Acknowledgment		Change	Change				
694614	2	05-Feb-2024 13:59:02	Goods		Hidden Lake 3.0	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	20		1	20.00		Requires Acknowledgment		Change	Change				
694614	3	05-Feb-2024 13:59:02	Goods		Hidden Lake 3.0	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	30		1	30.00		Requires Acknowledgment		Change	Change				
694614	4	05-Feb-2024 13:59:02	Goods		Hidden Lake 3.0	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	40		1	40.00		Requires Acknowledgment		Change	Change				
694614	5	05-Feb-2024 13:59:02	Goods		Hidden Lake 3.0	08-Mar-2024 00:00:00	16-Feb-2024 00:00:00	Meter	50		1	50.00		Requires Acknowledgment		Change	Change				
694614	6	05-Feb-2024 13:59:02	Goods		Hidden Lake 3.0	08-Mar-2024 00:00:00	23-Feb-2024 00:00:00	Meter	60		1	60.00		Requires Acknowledgment		Change	Change				
694614	7	05-Feb-2024 13:59:02	Goods		Hidden Lake 3.0	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	70		1	70.00		Requires Acknowledgment		Change	Change				
694614	8	05-Feb-2024 13:59:02	Goods		Hidden Lake 3.0	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	80		1	80.00		Requires Acknowledgment		Change	Change				
694614	9	05-Feb-2024 13:59:02	Goods		Hidden Lake 3.0	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	90		1	90.00		Requires Acknowledgment		Change	Change				
694614	10	05-Feb-2024 13:59:02	Goods		Hidden Lake 3.0	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	100		1	100.00		Requires Acknowledgment		Change	Change				

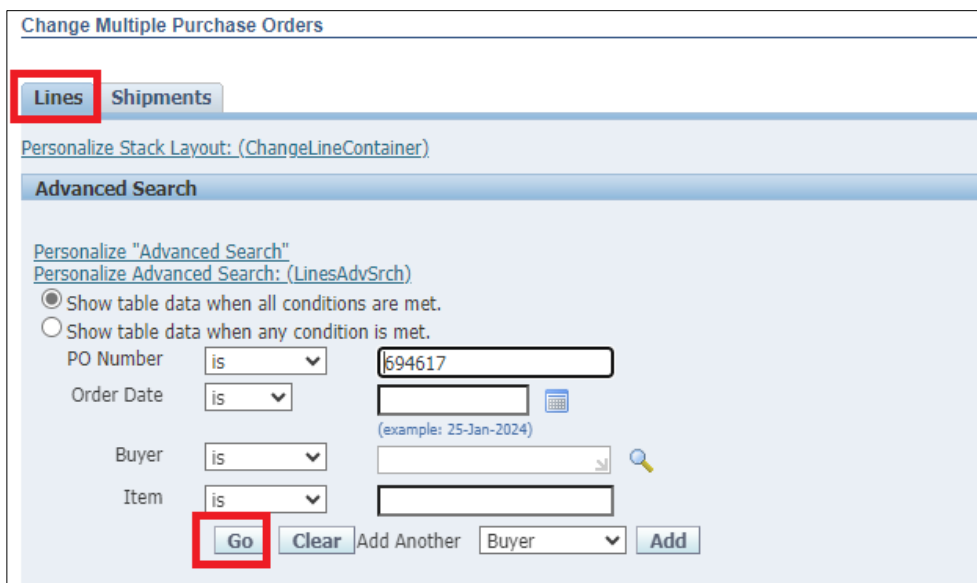
## 6.11 The change request will be submitted for approval.



**Information**  
Purchase Order 694614 : - Change Request has been submitted for Approval

## 6.12 Using the **Multiple PO Change** option if the price needs to be updated for all the PO lines, the purchase order must first be acknowledged using the above steps and the Buyer needs to acknowledge it. Then iSupplier will allow updates to the price.

Click on the **Lines** tab and search for the purchase order number. Click **Go**.



**Change Multiple Purchase Orders**

**Lines** Shipments

Personalize Stack Layout: (ChangeLineContainer)

**Advanced Search**

Personalize "Advanced Search"  
Personalize Advanced Search: (LinesAdvSrch)

☒ Show table data when all conditions are met.  
☐ Show table data when any condition is met.

PO Number is 694617  
Order Date is   
Buyer is   
Item is

**Go** Clear Add Another Buyer Add

### 6.13 Click on **Select All**

Personalize "PO Lines"

Select Lines:

Select	PO Number	Line Buyer	Order Date	Type	Item/Job	Description	UOH	Qty	Currency	Price	Amount	Supplier Item	Status	Global Agreement ID	Supplier Config	Attachments	Reason
<input checked="" type="checkbox"/>	624612	1	05-Feb-2024 14:18:36	Goods			Meter	10	USD	10.00			Open				
<input checked="" type="checkbox"/>	624612	2	05-Feb-2024 14:18:36	Goods			Meter	20	USD	20.00			Open				
<input checked="" type="checkbox"/>	624612	3	05-Feb-2024 14:18:36	Goods			Meter	30	USD	30.00			Open				
<input checked="" type="checkbox"/>	624612	4	05-Feb-2024 14:18:36	Goods			Meter	40	USD	40.00			Open				
<input checked="" type="checkbox"/>	624612	10	05-Feb-2024 14:18:36	Goods			Meter	10	USD	10.00			Open				
<input checked="" type="checkbox"/>	624612	6	05-Feb-2024 14:18:36	Goods			Meter	60	USD	60.00			Open				
<input checked="" type="checkbox"/>	624612	7	05-Feb-2024 14:18:36	Goods			Meter	70	USD	70.00			Open				
<input checked="" type="checkbox"/>	624612	8	05-Feb-2024 14:18:36	Goods			Meter	80	USD	80.00			Open				
<input checked="" type="checkbox"/>	624612	9	05-Feb-2024 14:18:36	Goods			Meter	90	USD	90.00			Open				
<input checked="" type="checkbox"/>	624612	5	05-Feb-2024 14:18:36	Goods			Meter	50	USD	50.00			Open				

Select Lines:

### 6.14 Enter **Price** to be updated and **Reason** for the change. Click on **Apply Default Values**.

Advanced Search

Personalize "Advanced Search"

Personalize Advanced Search (LinesAdvanced)

Show table data when all conditions are met.

Show table data when any condition is met.

PO Number

Order Date

Buyer

Item

☐ Default Values

✓ TIP You can apply default values to selected rows

Price

Reason

Supplier Item

Personalize "PO Lines"

Select Lines:

Select	PO Number	Line Buyer	Order Date	Type	Item/Job	Description	UOH	Qty	Currency	Price	Amount	Supplier Item	Status	Global Agreement ID	Supplier Config	Attachments	Reason
<input type="checkbox"/>	624612	1	05-Feb-2024 14:18:36	Goods			Meter	10	USD	10.00			Open				
<input type="checkbox"/>	624612	2	05-Feb-2024 14:18:36	Goods			Meter	20	USD	20.00			Open				
<input type="checkbox"/>	624612	3	05-Feb-2024 14:18:36	Goods			Meter	30	USD	30.00			Open				
<input type="checkbox"/>	624612	4	05-Feb-2024 14:18:36	Goods			Meter	40	USD	40.00			Open				
<input type="checkbox"/>	624612	10	05-Feb-2024 14:18:36	Goods			Meter	10	USD	10.00			Open				
<input type="checkbox"/>	624612	6	05-Feb-2024 14:18:36	Goods			Meter	60	USD	60.00			Open				
<input type="checkbox"/>	624612	7	05-Feb-2024 14:18:36	Goods			Meter	70	USD	70.00			Open				
<input type="checkbox"/>	624612	8	05-Feb-2024 14:18:36	Goods			Meter	80	USD	80.00			Open				
<input type="checkbox"/>	624612	9	05-Feb-2024 14:18:36	Goods			Meter	90	USD	90.00			Open				
<input type="checkbox"/>	624612	5	05-Feb-2024 14:18:36	Goods			Meter	50	USD	50.00			Open				

Select Lines:

### 6.15 Price will be updated to all the selected lines

☐ Default Values

✓ TIP You can apply default values to selected rows

Price

Reason

Supplier Item

Personalize "PO Lines"

Select Lines:

Select	PO Number	Line Buyer	Order Date	Type	Item/Job	Description	UOH	Qty	Currency	Price	Amount	Supplier Item	Status	Global Agreement ID	Supplier Config	Attachments	Reason
<input checked="" type="checkbox"/>	624612	1	05-Feb-2024 14:18:36	Goods			Meter	10	USD	10.00			Open				Price change
<input checked="" type="checkbox"/>	624612	2	05-Feb-2024 14:18:36	Goods			Meter	20	USD	20.00			Open				Price change
<input checked="" type="checkbox"/>	624612	3	05-Feb-2024 14:18:36	Goods			Meter	30	USD	30.00			Open				Price change
<input checked="" type="checkbox"/>	624612	4	05-Feb-2024 14:18:36	Goods			Meter	40	USD	40.00			Open				Price change
<input checked="" type="checkbox"/>	624612	10	05-Feb-2024 14:18:36	Goods			Meter	10	USD	10.00			Open				Price change
<input checked="" type="checkbox"/>	624612	6	05-Feb-2024 14:18:36	Goods			Meter	60	USD	60.00			Open				Price change
<input checked="" type="checkbox"/>	624612	7	05-Feb-2024 14:18:36	Goods			Meter	70	USD	70.00			Open				Price change
<input checked="" type="checkbox"/>	624612	8	05-Feb-2024 14:18:36	Goods			Meter	80	USD	80.00			Open				Price change
<input checked="" type="checkbox"/>	624612	9	05-Feb-2024 14:18:36	Goods			Meter	90	USD	90.00			Open				Price change
<input checked="" type="checkbox"/>	624612	5	05-Feb-2024 14:18:36	Goods			Meter	50	USD	50.00			Open				Price change

Select Lines:



6.16 Click **Apply**.

PO	Select Number	Line Buyer	Order Date	Type	Item/Job	Description	UOH Qty	Currency	Price Amount	Supplier Item	Status	Global Agreement ID	Supplier Config	Attachments	Reason
694617	1		05-Feb-2024 14:18:36	Goods			Meter	10 USD	10.00		Open				Price change
694617	2		05-Feb-2024 14:18:36	Goods			Meter	20 USD	20.00		Open				Price change
694617	3		05-Feb-2024 14:18:36	Goods			Meter	30 USD	30.00		Open				Price change
694617	4		05-Feb-2024 14:18:36	Goods			Meter	40 USD	40.00		Open				Price change
694617	10		05-Feb-2024 14:18:36	Goods			Meter	10 USD	10.00		Open				Price change
694617	6		05-Feb-2024 14:18:36	Goods			Meter	60 USD	60.00		Open				Price change
694617	7		05-Feb-2024 14:18:36	Goods			Meter	70 USD	70.00		Open				Price change
694617	8		05-Feb-2024 14:18:36	Goods			Meter	80 USD	80.00		Open				Price change
694617	9		05-Feb-2024 14:18:36	Goods			Meter	90 USD	90.00		Open				Price change
694617	5		05-Feb-2024 14:18:36	Goods			Meter	50 USD	50.00		Open				Price change

6.17 Mass update of **Price** changes will be submitted for Buyer approval.

Purchase Orders | Agreements | Purchase History | Deliverables | View Requests | RFQ

Orders: Purchase Orders >

Information

Purchase Order 694617 : - Change Request has been submitted for Approval

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

Views

View [All Purchase Orders] Go

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	Work instructions to Initial Acknowledgment of PO#	10-Oct-2023 16:08:32		USD	200.00	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 such as price changes.

6.18 Supplier will receive an email with Buyer Initial 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 - EBSR12\_AFLPRD@afglobal.com

Time Zone (GMT-04:00) Eastern Time

From: [Redacted]

To: [Redacted]

Sent: 10-Oct-2023 16:32:02

Subject: [Redacted]

Supplier Address: [Redacted]

Order Date: 10-Oct-2023 16:07:35

Ship-To Address: AFL Telecommunications, LLC  
110 Hidden Lake Circle  
Duncan, 29334

Change Requests

Line	Shipment	Item	Supplier Item	Description	Unit	Quantity	Price	Promised Date	Need By Date	Ship-To Location	Response	Reason	Split
1					Meter	100	1	02-Nov-2023 16:21:37	02-Nov-2023 00:00:00	Hidden Lake 1.5	Accepted		

- 6.19 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

View: All Purchase Orders

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
681137	2	AFL TELE MFG	Standard PO	AFL Accept/Reject Work Instructions from Buyer and Supplier	10-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	Description	Price / Qty UOH Rate	Amount	Promised Date	Need By Date	Start Date	End Date	Supplier Order Number	Supplier Order Line Number	Additional Changes	Cancellation Split Request	Response
<a href="#">Show</a>	10-Oct-2023 16:23:28	1					Meter		03-Nov-2023 18:21:37	03-Nov-2023 00:00:00						No	Accepted

[Return to Orders: Purchase Orders](#)