

Split Quantity Purchase Order – Supplier Post-Acknowledgement for Standard and Blanket Releases

1. Purpose

- 1.1. The purpose of this procedure is to Split Quantity of Purchase Order Post-Acknowledgement by both the Supplier and AFL Buyer.

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

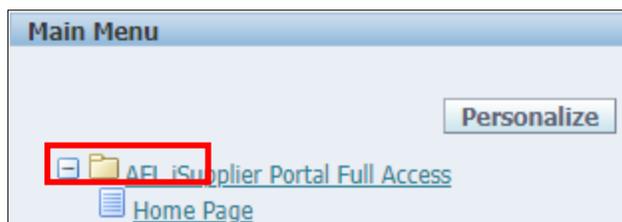
- 4.1 This procedure provides steps and screenshots to Split Quantity of Purchase Order Post-Acknowledgement by both the Supplier and AFL Buyer.

5. Requirements

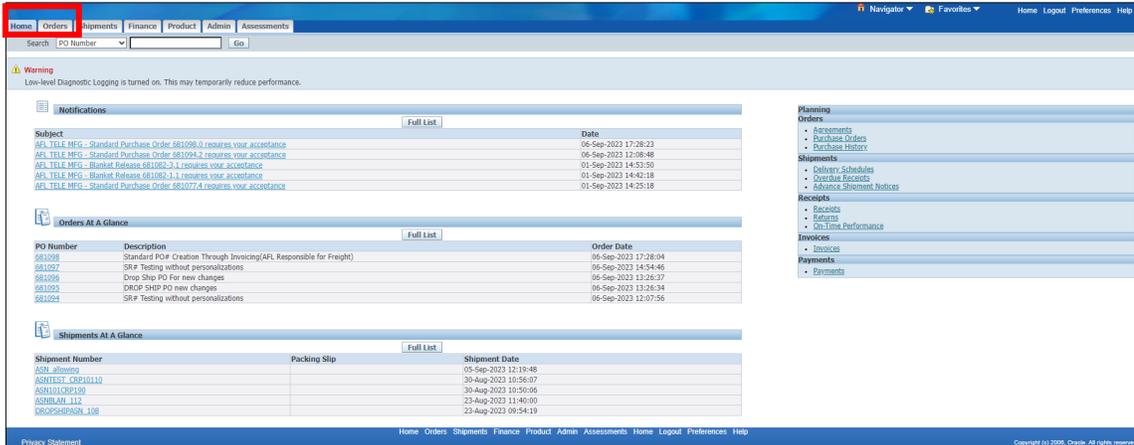
- 5.1 Users must have necessary Oracle responsibilities and security assigned to them to complete the following steps.

6. Procedure – Split Quantity of a Purchase Order Post Acknowledgement by both Supplier and AFL Buyer

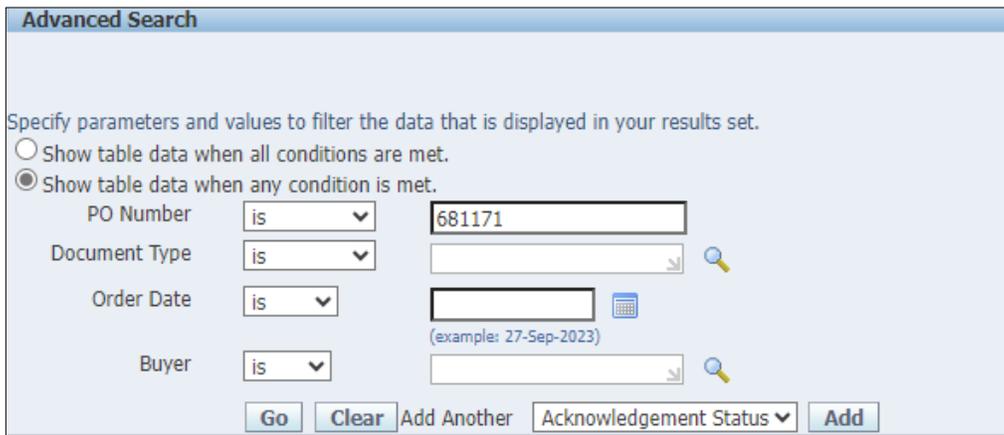
- 6.1 Supplier will Split PO Quantity which was previously approved by AFL Buyer.
- 6.2 Navigate to the **AFL iSupplier Portal Full Access** responsibility.
- 6.3 Double click the **Home Page** function.



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



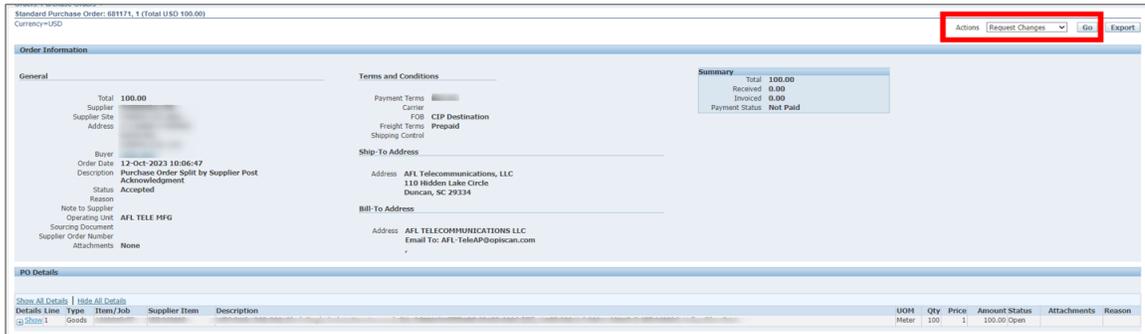
6.5 Complete the fields as required and click the **Go** button to display the PO Details.



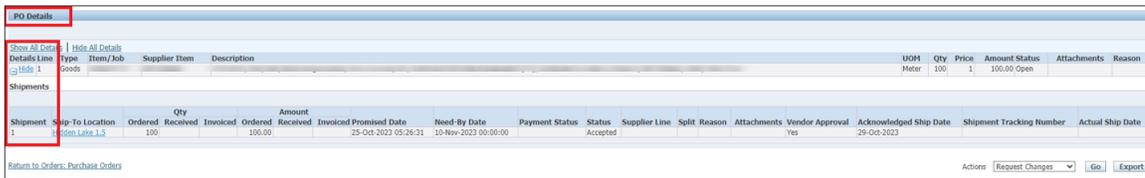
6.6 Select and click on the PO number.



6.7 Select the **Acknowledge** option from the Actions drop-down menu at the bottom of the page and click **Go**.



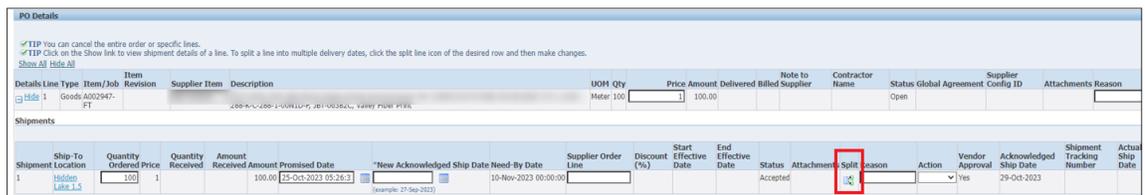
6.8 Expand the PO Shipment line details as shown below.



6.9 The Supplier will need to split the quantity after Initial Acknowledgement (Post-Acknowledgement).



- Click on the Split icon to split quantity of the PO Shipment line.
- If there are multiple PO Shipment lines that need to be split, the same process needs to be followed for each line by clicking on the Split icon.



- The Quantity has been split into 80 and 20.

| PO Details | | | | | | | | | | | | | | | | |
|--|------------------|------------------|---------------|-------------------|-----------------|--------|---------------------|----------------------------|----------------------|---------------------|--------------|----------------------|--------------------|----------|-------------|-------|
| <p>✓ TIP You can cancel the entire order or specific lines. ✓ 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</p> | | | | | | | | | | | | | | | | |
| Details Line Type | Item/Job | Revision | Supplier Item | Description | UOM | Qty | Price | Amount | Delivered | Billed | Supplier | Note to Supplier | Contractor Name | Status | | |
| Hide 1 | Goods | | | | SE- | Meter | 100 | | | | | | | | | |
| Shipments | | | | | | | | | | | | | | | | |
| 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 |
| 1 | Hidden Lake 1.3 | 80 | | | | 100.00 | 25-Oct-2023 05:26:3 | | 10-Nov-2023 00:00:00 | | | | | Accepted | | |
| 2 | Hidden Lake 1.3 | 20 | | | | | | | 10-Nov-2023 00:00:00 | | | | | | | |

6.10 Enter the details for all the required fields such as **Promised Date**, **New Acknowledged Ship Date**, **Action** and **Reason**. Then click on the **Submit** button.

| PO Details | | | | | | | | | | | | | | | | | | | | | | | |
|--|------------------|------------------|---------------|-------------------|-----------------|--------|---------------------|----------------------------|----------------------|---------------------|--------------|----------------------|--------------------|----------|------------------|--------------------|---------------|--------|-----------------|------------------------|--------------------------|------------------|--|
| <p>✓ TIP You can cancel the entire order or specific lines. ✓ 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</p> | | | | | | | | | | | | | | | | | | | | | | | |
| Details Line Type | Item/Job | Revision | Supplier Item | Description | UOM | Qty | Price | Amount | Delivered | Billed | Supplier | Note to Supplier | Contractor Name | Status | Global Agreement | Supplier Config ID | Attachments | Reason | | | | | |
| Hide 1 | Goods | | | | Meter | 100 | | | | | | | | Open | | | | | | | | | |
| Shipments | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | Shipment Tracking Number | Actual Ship Date | |
| 1 | Hidden Lake 1.3 | 80 | | | | 100.00 | 25-Oct-2023 05:26:3 | | 10-Nov-2023 00:00:00 | | | | | Accepted | | | Split | Change | Yes | | 29-Oct-2023 | | |
| 2 | Hidden Lake 1.3 | 20 | | | | | 22-Nov-2023 14:13:3 | 15-Nov-2023 | 10-Nov-2023 00:00:00 | | | | | | | | Late Shipment | | No | | | | |

- The Initial Acknowledgment by Supplier is now complete.
- This message will be displayed once the change is submitted by the Supplier.

Change Order Confirmation

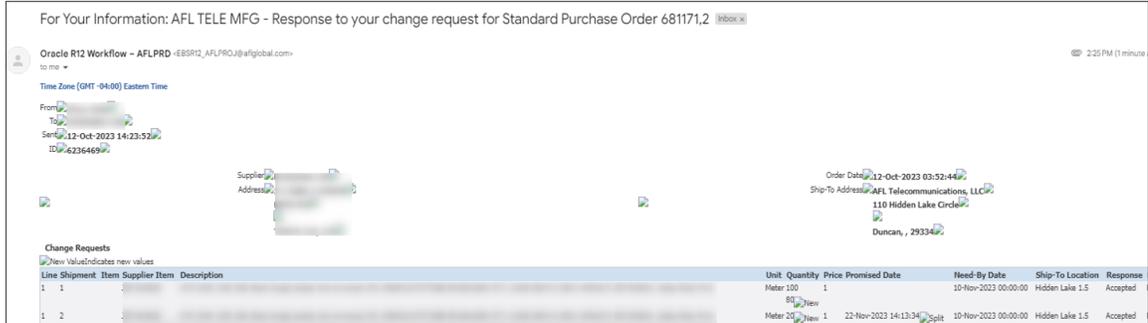
Change Request for Purchase Order 681171 has been submitted for approval.

- 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] [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 | | | | |
| 681173 | | ARL TELE MFG | Standard PO | Purchase Order Split by Supplier Pre Acknowledgment | 12-Oct-2023 12:49:25 | | USD | 100.00 | Supplier Change Pending | 19-Oct-2023 00:00:00 | | | | | |

- **NOTE:** In the Buyer Acknowledgement process, the **Approval** needs to be completed for **Post Acknowledgement Split Quantity Changes** before Supplier can take the next actions.

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



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



| Details | Request Date | Line | Shipment | Item | Supplier | Description | Qty | UOM | Price / 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 | 12-Oct-2023 14:14:19 | 1 | 2 | | | | 20 | Meter | | | 22-Nov-2023 14:13:34 | 10-Nov-2023 00:00:00 | | | | | | Yes | No | Accepted |
| Show | 12-Oct-2023 14:14:18 | 1 | 1 | | | | 100 | Meter | | | | 10-Nov-2023 00:00:00 | | | | | | No | No | Accepted |
| Show | 12-Oct-2023 05:29:02 | 1 | 1 | | | | 80 | Meter | | | 25-Oct-2023 05:26:31 | 10-Nov-2023 00:00:00 | | | | | | No | No | Accepted |

- Confirm the **Vendor Approval** and **Acknowledged Ship Date** fields are populated.

| Shipment | Ship-To Location | Ordered | Qty | Received | Invoiced | Amount | Invoiced | Promised Date | Need-By Date | Payment Status | Status | Supplier Line | Split Reason | Attachment | Vendor Approval | Acknowledged Ship Date | Shipment Tracking Number | Actual Ship Date |
|----------|------------------|---------|-----|----------|----------|--------|----------|----------------------|----------------------|----------------|--------|---------------|--------------|------------|-----------------|------------------------|--------------------------|------------------|
| 1 | Hidden Lake 1.5 | 20 | | | 20.00 | | | 22-Nov-2023 14:13:34 | 10-Nov-2023 00:00:00 | Open | Open | | | | Yes | 15-Nov-2023 | | |
| 1 | Hidden Lake 1.5 | 80 | | | 80.00 | | | 25-Oct-2023 05:26:31 | 10-Nov-2023 00:00:00 | Open | Open | | | | Yes | 29-Oct-2023 | | |