

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.

Main Menu
Personalize
🖃 🛅 🕰 I iSupplier Portal Full Access
Home Page



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

No. of Concession, Name				🛱 Navigator 🔻	B Favorites V Home Logout Preferences Help
Home Orders hipmen	ts Finance Product Admin Assessments				
Search PO Number	▼ Go				
Search [NO Mulliper	•				
A Warning					
Low-level Diagnostic Logg	ing is turned on. This may temporarily reduce performance.				
Notifications				Planning	
		Full List		Orders	
Subject			Date	Agreements	
	ard Purchase Order 681098.0 requires your acceptance		06-Sep-2023 17:28:23	Purchase Orders Purchase History	
AFL TELE MFG - Stand	ard Purchase Order 681094.2 requires your acceptance		06-Sep-2023 12:08:48	Shipments	
	t Release 681082-3.1 requires your acceptance		01-Sep-2023 14:53:50	Delivery Schedules	
	t Release 681082-1,1 requires your acceptance		01-Sep-2023 14:42:18	 Overdue Receipts 	
AFL TELE MFG - Stand	ard Purchase Order 681077,4 requires your acceptance		01-Sep-2023 14:25:18	 Advance Shipment Notices 	
				Receipts	
25				Receipts	
Orders At A G	lance			Returns On-Time Performance	
		Full List		Invoices	
PO Number	Description		Order Date	Invoices	
681098	Standard PO# Creation Through Invoicing(AFL Responsible for Freigh		06-Sep-2023 17:28:04	Payments	
681097	SR# Testing without personalizations		06-Sep-2023 14:54:46	Payments	
681096	Drop Ship PO For new changes		06-Sep-2023 13:26:37		
681095	DROP SHIP PO new changes		06-Sep-2023 13:26:34		
681094	SR# Testing without personalizations		06-Sep-2023 12:07:56		
Shinments At					
Shipments At	A Glance				
		Full List			
Shipment Number	Packing Slip		Shipment Date		
ASN allowing			05-Sep-2023 12:19:48		
ASNTEST_CRP10110 ASN101CRP190			30-Aug-2023 10:56:07 30-Aug-2023 10:50:06		
ASNBLAN 112			23-Aug-2023 10:50:05 23-Aug-2023 11:40:00		
DROPSHIPASN 108			23-Aug-2023 09:54:19		
ALL					
		Home Orders	Shipments Finance Product Admin Assessments Home Logout	Preferences Help	

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

Advanced Search	
Specify parameters and	values to filter the data that is displayed in your results set.
Show table data who	en all conditions are met.
-	
Show table data who	en any condition is met.
PO Number	is 🗸 681171
Document Type	is 🗸
Order Date	is 💙
	(example: 27-5ep-2023)
Buwer	
Buyer	is 🗸
	Go Clear Add Another Acknowledgement Status ✓ Add

6.6 Select and click on the PO number.

	Views
pecify parameters and values to filter the data that is displayed in your results set.	
O Show table data when all conditions are met.	
9 Show table data when any condition is met.	
PO Number is	
Document Type is V	
Order Date 18 - Lawrence 7-de 00-2021	
Bayer 5 V	
Go Clear JAdd Another Acknowledgement Status V Add	
elect Order: Acknowledge Request Cancellation Request Changes View Change History	
	tachments
Sell121 1 APL TELE MFG Standard PO Purchase Order Split by Suppler Post Acknowledgment 12-Oct-2023 10:06:47 USD 100.00 Accepted	



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

Standard Purchase Order: 681171, 1 (Total USD 100.00)			
Currency=USD			Actions Request Changes V Go Export
			Actions Request Changes V Go Export
Order Information			
General	Terms and Conditions	Summary	
ourse.		Total 100.00	
Total 100.00	Payment Terms	Received 0.00 Invoiced 0.00	
Suppler	Carrier	Payment Status Not Paid	
Supplier Site	FOB CIP Destination	Payment Status Not Pard	
Address	Freight Terms Prepaid		
100.00	Shipping Control		
Buver	Ship-To Address		
Order Date 12-Oct-2023 10:06:47			
Description Purchase Order Split by Supplier Post	Address AFL Telecommunications, LLC		
Acknowledgment	110 Hidden Lake Circle		
Status Accepted Reason	Duncan, SC 29334		
Note to Supplier	Bill-To Address		
Operating Unit AFL TELE MFG	Bill-10 Address		
Sourcing Document			
Supplier Order Number	Address AFL TELECOMMUNICATIONS LLC		
Attachments None	Email To: AFL-TeleAP@opiscan.com		
	· · · · · · · · · · · · · · · · · · ·		
PO Details			
Show All Details Hide All Details			
Details Line Type Item/Job Supplier Item Description			UOM Oty Price Amount Status Attachments Reason
Show 1 Goods			Meter 100 1 100.00 Open
H 2107 1 00005			Precer 100 1 100.00 Open

6.8 Expand the PO Shipment line details as shown below.

PO Details	
	UOM Qty Price Amount Status Attachments Reaso Meter 100 1 100.00 Open
Shipments	
Shipment Sap-To Location Ordered Reviewel Invoiced Provide Invoiced Provide Accounted Number of the second Accounted Accounted	
Esturn to Oxfors: Dechase Oxfors	Actions Request Changes V Go Expo

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.

PO Details																			
STIP You can cancel the Show All Hide All			ine. To split a	line into multiple delivery dates,	click the split line icon of the desired	d row and then make ch	anges.												
Details Line Type Iten	Item m/Job Revision	Supplier Iter	n Descripti	on			UOM Qty	F	rice Amour	t Delivered			Contractor Name	Status	Global Agr	eement Co	pplier nfig ID Atta	chments Rea:	son
Hide 1 Goods A003	2947-		200-1-0-2	00-1-001410-F, JD1-00302C, Valle			Meter 100		1 100.0	0				Open					
Shipments																			
Ship-To Shipment Location	Quantity Ordered Price		Amount eceived Amo	unt Promised Date	"New Acknowledged Ship Date	e Need-By Date	Supplier Order Line	Discount	Start Effective Date	End Effective Date	Status	Attachment	Split Lease	m			Acknowledged Ship Date	Shipment Tracking Number	Act Shi Dat
1 Hidden Lake 1.5	100 1		10	0.00 25-Oct-2023 05:26:3.	(example: 27-5ep-2023)	10-Nov-2023 00:00:00					Accepted		83		~	Yes	29-Oct-2023		



• The Quantity has been split into 80 and 20.

PO Detail	s															
	k on the Sho	the entire order or w link to view ship		f a line. To split a	line into multiple delivery d	ates, clic	ck the split line icon of th	e desired r	ow and then make ch	langes.						
		Item m/Job Revision	Supplier	Item Descript	tion					UOM Qty	F	Price Amour	nt Delivered		te to Co pplier Na	
Hide 1	Goods									SE- Meter 100		1 100.0	10			
hipments																
Shipment	Ship-To Location	Quantity Ordered Price	Quantity e Received	Amount Received Am	ount Promised Date	•1	New Acknowledged Sl	hip Date N		Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	5
	<u>Hidden</u> Lake 1.5	80	1	10	00.00 25-Oct-2023 05:26:3		example: 27-Sep-2023)	1	0-Nov-2023 00:00:00					Accepted		1
	Hidden Lake 1.5	20] 📰 🕻		1	0-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														
✓TIP You can cancel the ✓TIP Click on the Show Show All Hide All	e entire order or specific i link to view shipment de	ines. tails of a line. To split a line into m	ultiple delivery dates, click t	the split line icon of the desired	row and then make cha	nges.								
Details Line Type Item	Item /Job Revision Sup	plier Item Description				UOM Qty	Price A	mount Delivered	Note to Billed Supplie		Status Global A	Suppl greement Config	er J ID Attachmen	ts Reason
Hide 1 Goods				w 1100		Meter 100	1	100.00			Open			
Shipments														
Ship-To Shipment Location	Quantity Qua Ordered Price Reco	ntity Amount eived Received Amoun Prom	ised Date "Net	w Acknowledged Ship Date	Need-By Date		Discount Effect (%) Date	ive End Effective Date	Status Atta	chments Split Rea	ion Action		knowledged Track	ing Ship
1 <u>Hidden</u> Lake 1.5	80 1	100.00 25-0	ct-2023 05:26:3	nple: 27-5ep-2023)	10-Nov-2023 00:00:00				Accepted	CC Spli	Change	✔ Yes 29	-Oct-2023	
2 <u>Hidden</u> Lake 1.5	20	22-N		Nov-2023	10-Nov-2023 00:00:00					ES Late	Shipment	No		

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



• 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						Adv	vanced Search
Select Order: Acknowledge Request Cancellation Request Changes View Change History						O Previous 1-2	5 🔻 <u>Next 25</u> 📀
Select PO Number Rev Operating Unit Document Type Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
sel122 AFL 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.



Shipments

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.

For Your Information: AFL TELE	EMFG - Response to your chan	ge request for Standard Purchase Order 681171,2				
Oracle R12 Workflow - AFLPRD <ebsr12_aflp1 to me -</ebsr12_aflp1 	ROJ@afiglobal.com>				© 22	5 PM (1 minute
Time Zone (GMT -04:00) Eastern Time						
From						
R	Supplier D	D.	Order Date 12-Oct-2023 03:52: Ship-To Address AFL Telecommunica 110 Hidden Lake Gr Duncan, , 2933	tions, LLC		
Change Requests						
Line Shipment Item Supplier Item Description			Unit Quantity Price Promised Date	Need-By Date	Ship-To Location	
1 1			Meter 100 1 S0	10-Nov-2023 00:00:00	Hidden Lake 1.5	Accepted
1 2 .			Meter 20 New 1 22-Nov-2023 14:13:34 Split	10-Nov-2023 00:00:00	Hidden Lake 1.5	Accepted

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

View All Purchase Orders Go							Adv	anced Search
Select Order: Acknowledge Request Cancellation Re	quest Changes View Change History						O Previous 1-25	✓ Next 25 (
Select PO Number Rev Operating Unit Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachment
681171 2 AFL TELE MFG Standard PO	Purchase Order Split by Supplier Post Acknowledgment	12-Oct-2023 14:23:52		USD	100.00	Open		

Details Request Date Line Shipment Item	Supplier Item	Description	Qty	Price / UOM Rate	Amount	Promised Date				Supplier Order Line Number		Cancellation Request	Response
E Show 12-Oct-2023 14:14:19 1 2			20 💭	Meter		22-Nov-2023 14:13:34 🙀	10-Nov-2023 00:00:00)			Yes N	40	Accepted
H Show 12-Oct-2023 14:14:18 1 1			100 80 🙀	Meter			10-Nov-2023 00:00:00)			NO N	NO.	Accepted
H Show 12-Oct-2023 05:29:02 1 1				Meter		25-Oct-2023 05:26:31 🙀	10-Nov-2023 00:00:00)			No N	No	Accepted

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

	Oty		Amount														
Shipment	Ship-To Location	Ordered Receive	d Invoiced	d Ordered		Invoiced Pro	omised Date	Need-By Date	Payment Status	Status	Supplier Line	Split Reason	Attachment	Vendor Approval	Acknowledged Ship Date	Shipment Tracking Number	Actual Ship Date
2	Hidden Lake 1.5	20		20.00		22-	-Nov-2023 14:13:34	10-Nov-2023 00:00:00		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				Yes	29-Oct-2023		