

End User Requirements – Split Purchase Order Quantity Supplier Pre-Acknowledgement for 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 and Split Quantity (populate Promise Date and Acknowledge Ship Date) and submit for Buyer Acknowledgement.

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, Split Quantity and populate Promise Date and Acknowledge Ship Date.

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 Standard/Blanket Purchase Order and Populate Promise Date, Acknowledge Ship Date and Split Quantity
 - 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 <u>Please click here to Respond</u>. Click the link to go to the iSupplier page.

	Action Required: AFL TELE MFG - Standard Purchase Order 681173,0 requires your acceptance
	Oracle R12 Workflow - AFLPRD <ebsr12_aflproj@aflglobal.com- to me,</ebsr12_aflproj@aflglobal.com-
	Time Zone (GMT-04:00) Eastern Time
[From To Set: 12-OCT-2023 12:50:08 D 6236464 Please log to APL ISupplier Portal to review and acknowledge this PO. Note that you will have to acknowledge each PO Shpment Line.
	2 Attachments • Scanned by Gmail ①
	< />
	Notification Detai PO_81_681173_0



- 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#.

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e Orders hipm	ents Finance Product Admin Assessments					
nber	✓ Go					
Narning						
.ow-level Diagnostic Lo	igging is turned on. This may temporarily reduce performanc	ę.				
Notification	14				Planning	
Houncation			Full List		Orders	
Subject			Full List	Date	Agreements	
	ndard Purchase Order 681098.0 requires your acceptance			06-Sep-2023 17:28:23	Purchase Orders	
	ndard Purchase Order 681094.2 requires your acceptance			06-Sep-2023 17:20:23	Purchase History	
	nket Release 681082-3.1 requires your acceptance			01-Sep-2023 14:53:50	Shipments	
	nket Release 681082-1,1 requires your acceptance			01-Sep-2023 14:42:18	Delivery Schedules Overdue Receipts	
	ndard Purchase Order 681077.4 requires your acceptance			01-Sep-2023 14:25:18	Advance Shipment Notices	
					Receipts	
					Beceipts	
Orders At A					Returns	
Corders At A	Glance				Qn-Time Performance	
			Full List		Invoices	
PO Number	Description			Order Date	Invoices	
681098	Standard PO# Creation Through Invoicing(AFL Respo	nsible for Freight)		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 681094	DROP SHIP PO new changes SR# Testing without personalizations			06-Sep-2023 13:26:34 06-Sep-2023 12:07:56		
081094	5K# lesting without personalizations			06-Sep-2023 12:07:56		
Shipments						
E Shipments	At A Glance					
			Full List			
Shipment Numbe	r F	acking Slip	Shipment Date			
ASN allowing			05-Sep-2023 12:19:48			
ASNTEST_CRP1011			30-Aug-2023 10:56:07			
ASN101CRP190			30-Aug-2023 10:50:06			
ASNBLAN 112			23-Aug-2023 11:40:00			
DROPSHIPASN 108			23-Aug-2023 09:54:19			

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.
O Show table data whe	en all conditions are met.
Show table data who	en any condition is met.
PO Number	is 🗸 681173
Document Type	is 🗸
Order Date	is 🗸
	(example: 27-Sep-2023)
Buyer	is 🗸
	Go Clear Add Another Acknowledgement Status V Add



6.6 Select and click on the PO number.

						Views
Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
		1000				
						Expe
	Order Date 12-01-2021 12-01-25					

6.7 Select the **Request changes (In case of Split)** option from the Actions drop-down menu at the bottom of the page and click **Go**.

andard Purchase Order: 681171, 1 (Total USD 100.00) rrency=USD				Actions Request Chang	ges 👻 Go	Expor
Order Information						-
Annual Television Suppler Ste Advance Devremonia Suppler Devremonia Suppler	Terms and Conditions Payment 7 arms Carlo Fig CP Destination Fig12 Trans Prepaid Stopped Control Statis To Address Address Address Bill-To Address Bill-To Address Carlo Gamma for Arth-TeleAPDopteran.com	Sommany Total 100.00 Received 0.00 Donato 0.00 Pryreed 526ns Hof Paid				
0 Details						-
ow All Details Hide All Details tails Line Type Item/Job Supplier Item Description Shor 1 Goods			UOM Qty Meter 100	Price Amount Status	Attachments	Reaso

6.8 Expand the PO Shipment line details as shown below.

PO Details		
FTIP 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		
Item Details Line type Item/Job Revision Supplier Item Description	Note to UOM Qty Price Amount Delivered Billed Supplier	Contractor Supplier Name Status Global Agreement Config ID Attachments Reason
Billion 1 Soudd A002947- FT WC-200 PLOTELY, SUPPOSED, Herey Titler York	Meter 100 1 100.00	Open

- 6.9 Enter the **Promised Date** and **New Acknowledged Ship Date** (this is mandatory for time). 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.
 - In this case, the Supplier will need to split the quantity during Initial Acknowledgement (Pre-Acknowledgement).

PO Details														-
TIP Click on the Show link to view shipn Show All Hide All	nent details of a line.	To split a line into multiple delivery	dates, click the split line icon of the desire	d row and then make	changes.									
etails Line Type Item/Job Revision	Supplier Item	Description			UOM Qt	,	Price Amour	Note nt Delivered Billed Supp			is Global Agreement	Supplier Config ID Atta	chments Reas	son
Hide 1 Goods					Meter 100		1 100.0			Open				
hipments														
Ship-To Quantity	Quantity Amou			(Discount		fective		_		ndor Acknowledge	Shipment d Tracking	t
hipment Location Ordered Price	Received Receive	ed Amoun Promised Date	*New Acknowledged Ship Date	eed-By Date 3-Nov-2023 00:00:00	Line	(%)	Date Da	Requires Acknowledgment	Attachments S	Reason	Action Ap	proval Ship Date	Number	



Split
R

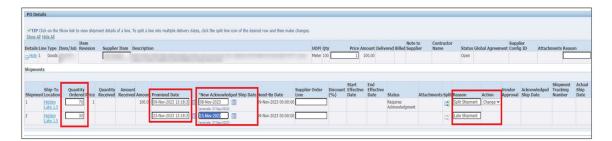
- Click on the Split icon to split quantity of the PO Shipment line.
- If there are multiple PO Shipment lines that need to be split, the same process needs to be followed for each line by clicking on the Split icon.

how All Hide All	Item Item/Job Revision	Suppliar Ita	m Description		UOM Oty	Drie	e Amount Deli	Note to vered Billed Supplier	Contractor	Statue Global	Suppli Agreement Config	er ID Attachmer	Reason
Hide 1 Good					Meter 100		100.00			Open	- ground to only		
ments													
aments													
						Start	End					Sh	oment A
					Supplier Order [Discount Effect					Vendor	Acknowledged Tra	

• The Quantity has been split into 70 and 30.



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.



- 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 v Go						Ad	vanced Search
Select Order: Acknowledge Request Cancellation Request Changes View Change History						Previous 1-2	5 ¥ Next 25 3
Select PO Number Rev Operating Unit Document Type Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
s81173 Q AFL TELE MFG Standard PO Purchase Order Split by Supplier Pre Acknowledgment	12-Oct-2023 12:49:25	1	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 **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.

For Your Information: AFL TELE MFG - Response to your change request for Standard Purchase Order	- 681173,1 linbox x 4	9 C
Oracle R12 Workflow - AFLPRD <essrq_aflprd.ij@ifgiobal.com> to me +</essrq_aflprd.ij@ifgiobal.com>	ISBPM (D minutes app) 🛧 🔶	n I
Time Zone (GHT -04:00) Eastern Time		
คอม รัฐ สาร์สาวออสมาริ 10ในชมเหม		
ScoteQ AdomE	Oder Delkäut 2044-2023 12-48088 Shp-To Addressänder Telecommunications, LLGA 110 Hidden Lake Circlein Duncan, 2033 eV	
Change Requests		
Wiew ValueIndicates new values		
Line Shipment Item Supplier Item Description	Unit Quantity Price Promised Date Need-By Date Ship-To Location Response Reason	n Split
1 1	Meter 100 1 09-Nov-2023 13:18:35 New 09-Nov-2023 00:00:00 Hidden Lake 1.5 Accepted	
1 2	Meter 30 New 1 23-Nov-2023 13:19:39 Solit 09-Nov-2023 00:00:00 Hidden Lake 1.5 Accepted	Yes

- 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 v]						Ad	vanced Searc
Select Order: Acknowledge Request Cancellation Request Changes View Change History						③ Previous 1-2	5 ¥ Next 25
Select PO Number Rev Operating Unit Document Type Description @ 681723 1 API TELE MFG Standard PO Purchase Order Split by Supplier Pre Acknowledgment PO Summ	mary	Order Date Buy 12-Oct-2023 13:39:21	USD	Amount S 100.00 R	Lequires Acknowledgment	Acknowledge By 19-Oct-2023 00:00:00	Attachmen
Change History for Standard Purchase Order: 681173 Currency-HSD S Indicates new values biodectes carecidade							0
Supplier Details Request Date Line Shipment Item Description	Price / Oty UOM Rate Amount Promised	Date Need-By Date	Start End Start Date	Supplier Order Number	Supplier Order Addit Line Number Chan		n Respor
Bide 12-00-2023 13:21:01 1 2	30 🙀 Meter 23-Nov-20	23 13:18:39 🙀 09-Nov-2023 00:00:00				Yes No	Accepted
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Bilds 12-Oct-2023 13:21:01 1 A	100 Meter 09-Nov-200 70 (3)	23 13:18:35 🙀 09-Nov-2023 00:00:00				No No	Accepte
F F				By			



- Supplier will receive another email to **Accept** the change.
- **NOTE:** This extra acknowledgment is only for AFL Tele. For all other operating units, once buyer approves, it is the final acknowledgment if there are no further changes from supplier.

	Action Required: AFL TELE MFG - Standard Purchase Order 681173,1 requires your acceptance Index x
•	Oracle R12 Workflow - AFLPRD <ebsr12_aflproj@aflglobal.com> to me,</ebsr12_aflproj@aflglobal.com>
	Time Zone (GMT -04:00) Eastern Time
	From To Sent 12-0CT-2023 13:40:49 ID 6237131
	Please log to AFL iSupplier Portal to review and admowledge this PO. Note that you will have to advnowledge each PO Shipment Line.
	Please click here to Respond

6.12 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**.

Home	Orders				12
Purcha	se Orders	View	Purchase Orders to Acknowledge	۷	Go

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

Actions	Acknowledge	~
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Navigate to **PO Details** and click on the **+** icon to expand.

P0 Details						
General Part of the second s	w and then make changes.					
Show All Hide All		Note to	Contractor	Su	upplier	
Details Line Type Item/Job Revision Supplier Item Description	UOM Qty	Price Amount Delivered Billed Supplier	Name S	tatus Global Agreement Co	onfig ID A	Attachments Reason
(a) Show 1 Goods	Meter 100	1 100.00	0	pen		

Details Line Type Item	Item Job Revision Sup	oplier Item Desc	cription			UOM Q Meter 10			iount Deliv	Note ered Billed Suppl			tus Global Agreeme n	Supplier nt Config ID	Attach	ments Rea	ion
hipments																	
Ship-To Shipment Location	Quantity Quan Ordered Price Recei	tity Amount ved Received Ar	nount Promised Date	"New Acknowledged Ship Date	e Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	plit Reason		endor Acki pproval Ship	iowledged Date	Shipment Tracking Number	
Hidden Lake 1.5	70 1		70.00 09-Nov-2023 13:18:3	(example: 27-Sep-2023)	09-Nov-2023 00:00:0	0]			Requires Acknowledgment		20	×	08-N	ov-2023		
Hidden Lake 1.5	30 1		30.00 23-Nov-2023 13:18:3		09-Nov-2023 00:00:0	0]			Requires Acknowledgment		3	_	15-N	ov-2023		
Additional Change Rep	quests																
	ire changes in addition to	those that have be	een submitted above, you can sp	ecify them here													
If you need to submit mo Additional Changes	we changes in addition to	those that have be	een submitted above, you can sp	ecify them here													

- 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.

Ship-To Quality Amount New Acknowledged Ship Date Need By Data Supplier Order Discount Effective End Ship-To Quality Amount New Acknowledged Ship Date Need By Data Supplier Order Discount Effective Attachments Split Reason Acton opproval	tachments Reaso	ing to Actaci	ient coning			Name	Note to	livered Billy	mount Dali	Drice Ar	M Oty				Description	noliar Ita	on Sunol	Item	Ic Line Type It
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	ged Tracking							e	Effective	t Effective	ler Discou	Supplie				ntity An	Quantit	Quantity	Ship-To
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Lake 1.5 (complex 27-Sep-2023) Acknowledgment							owledgment	Acknowle						(example: 27-Sep-2023)					Lake 1.5

• This message will be displayed.



- **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.

		Qty			Amount											
Shipment	Ship-To Location	Ordered Received	Invoiced	Ordered	Received Invoi	iced Promised Date	Need-By Date	Payment Status	Status	Supplier Line	Split Reason	Attachments	Vendor Approval	Acknowledged Ship Date	Shipment Tracking Number	Actual Ship Date
1	Hidden Lake 1.5	70		70.00		09-Nov-2023 13:18:35	09-Nov-2023 00:00:00		Accepted				Yes	08-Nov-2023		
2	Hidden Lake 1.5	30		30.00		23-Nov-2023 13:18:39	09-Nov-2023 00:00:00		Accepted				Yes	15-Nov-2023		
														the second second		



DOCUMENT CONTROL/REVISION TABLE

REVISION	DATE	CHANGE DESCRIPTION	DOCUMENT ORIGINATOR	DOCUMENT OWNER
1	Oct-12-2023	Original Document		Ramya Thadisina

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