

## 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

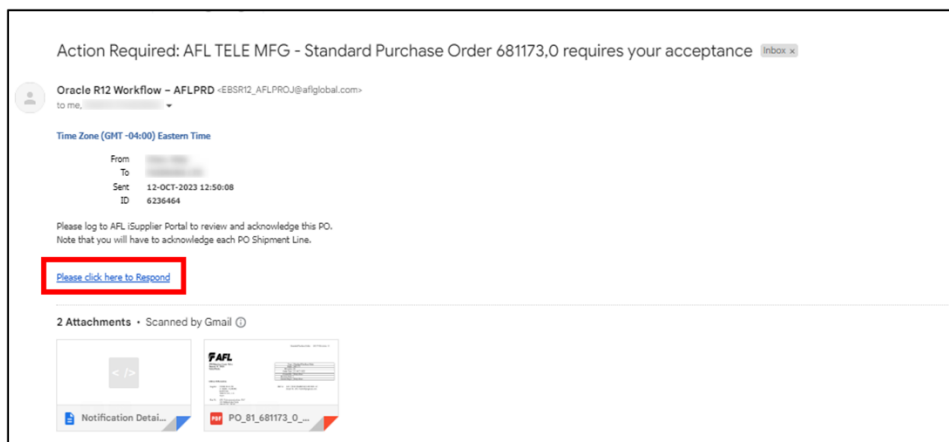
- 4.1 This procedure provides steps and screenshots to Initially Acknowledge a Standard Purchase Order/Blanket Release by Supplier, Split Quantity and populate Promise Date and Acknowledge Ship Date.

### 5. Requirements

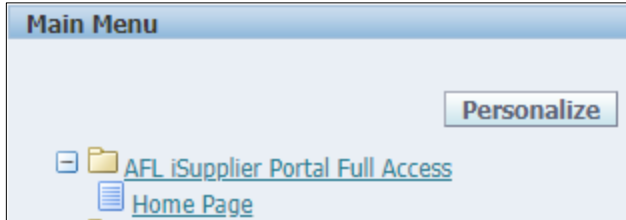
- 5.1 Users must have necessary Oracle responsibilities and security assigned to them to complete the following steps.

### 6. Procedure – Initial Acknowledgement of Standard/Blanket Purchase Order and Populate Promise Date, Acknowledge Ship Date and Split Quantity

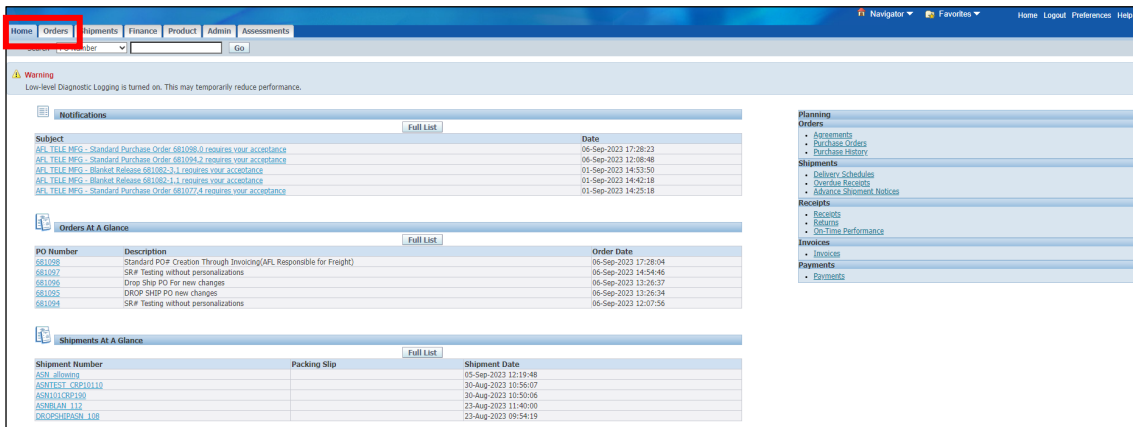
- 6.1 Supplier will receive an email from Buyer saying there is a Standard Purchase Order that requires acknowledgement.
  - Supplier will receive an email with Action Required in the subject line. There will be a link in the message to **Please click here to Respond**. Click the link to go to the iSupplier page.



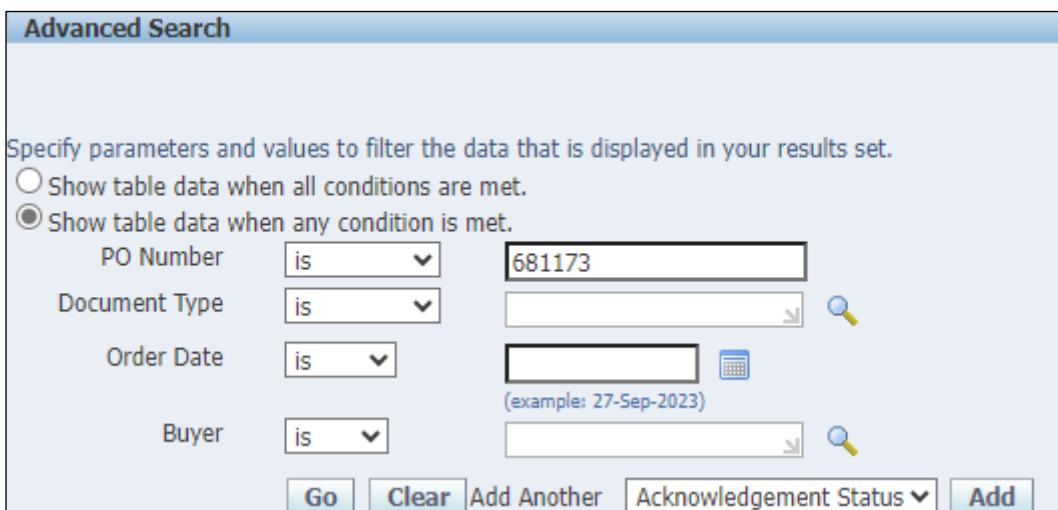
- 6.2 Navigate to the **AFL iSupplier Portal Full Access** responsibility.
- 6.3 Double click the **Home Page** function.



- 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 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 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).



- 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

✓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

Details Line Type	Item/Job	Revision	Supplier Item	Description	UOM Qty	Price	Amount Delivered	Billed Supplier	Note to Contractor	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
Hide 1	Goods				Meter 100		100.00				Open				

Shipments

Ship-To Shipment 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	
Hide 1	100				100.00			09-Nov-2023 00:00:00					Requires Acknowledgment								

- The Quantity has been split into 70 and 30.

PO Details

✓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

Details Line Type	Item/Job	Revision	Supplier Item	Description	UOM Qty	Price	Amount Delivered	Billed Supplier	Note to Contractor	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
Hide 1	Goods				Meter 100		100.00				Open				

Shipments

Ship-To Shipment 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	
Hide 1	70				100.00			09-Nov-2023 00:00:00					Requires Acknowledgment								
Hide 2	30							09-Nov-2023 00:00:00									No				

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 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

Details Line Type	Item/Job	Revision	Supplier Item	Description	UOM Qty	Price	Amount Delivered	Billed Supplier	Note to Contractor	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
Hide 1	Goods				Meter 100		100.00				Open				

Shipments

Ship-To Shipment 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	
Hide 1	70				100.00	09-Nov-2023 13:18:3	09-Nov-2023	09-Nov-2023 00:00:00					Requires Acknowledgment			Split Shipment	Change				
Hide 2	30					23-Nov-2023 13:18:3	15-Nov-2023	09-Nov-2023 00:00:00								Late Shipment					

- 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 681173 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.

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
681173	1	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 **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

Oracle R12 Workflow - AFLPRD -EBSR12\_AFLPRD@aflglobal.com-

Time Zone (GMT -04:00) Eastern Time

From: [Redacted]

Sent: 12-Oct-2023 13:39:21

Supplier Address: [Redacted]

Order Date: 12-Oct-2023 12:48:08

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

Line	Shipment	Item	Supplier Item	Description	Unit	Quantity	Price	Promised Date	Need-By Date	Ship-To Location	Response	Reason	Split
1	1	Meter			Meter	100	1	09-Nov-2023 13:18:35	09-Nov-2023 00:00:00	Hidden Lake 1.5	Accepted		No
1	2	Meter			Meter	30	1	23-Nov-2023 13:18:35	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**.

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
681173	1	AFL TELE MFG	Standard PO	Purchase Order Split by Supplier Pre Acknowledgment	12-Oct-2023 13:39:21		USD	100.00	Requires Acknowledgment	19-Oct-2023 00:00:00	

Change History for Standard Purchase Order: 681173

Currency=USD

Indicates new values

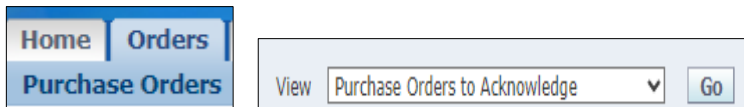
Indicates cancellation

Details	Request Date	Line	Shipment	Item	Supplier Item	Description	Qty	Price / UOM	Rate	Amount	Promised Date	Need-By Date	Start Date	End Date	Supplier Order Number	Supplier Order Line Number	Additional Changes	Cancellation Split Request	Response	
Hide	12-Oct-2023 13:21:01	1	1	AFL		Late Shipment	30	70	Meter	2100	23-Nov-2023 13:18:39	09-Nov-2023 00:00:00						Yes	No	Accepted
Requested By: [Redacted]																				
Change Reason: [Redacted]																				
Response Reason: [Redacted]																				
Responded By: [Redacted]																				
Response Date: 12-Oct-2023 13:39:20																				
Hide	12-Oct-2023 13:21:01	1	1	AFL		Split Shipment	100	70	Meter	7000	09-Nov-2023 13:18:35	09-Nov-2023 00:00:00						No	No	Accepted
Requested By: [Redacted]																				
Change Reason: [Redacted]																				
Response Reason: [Redacted]																				
Responded By: [Redacted]																				
Response Date: 12-Oct-2023 13:39:20																				

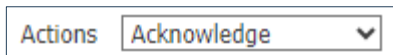
- Supplier will receive another email to **Accept** the change.
- **NOTE:** This extra acknowledgment is only for AFL Tele. For all other operating units, once buyer approves, it is the final acknowledgment if there are no further changes from supplier.



- 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**.



- 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.

PO Details																				
<small>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.</small> <small>Show All Hide All</small>																				
Details Line	Item	Item/Job	Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Supplier	Note to Contractor	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason	
Show 1	Goods					Meter	100		100.00						Open					

PO Details																					
<small>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.</small> <small>Show All Hide All</small>																					
Details Line	Item	Item/Job	Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Supplier	Note to Contractor	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason		
Hide 1	Goods					Meter	100		100.00						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	70				70.00	09-Nov-2023 13:18:35		09-Nov-2023 00:00:00					Requires Acknowledgment			Accept		08-Nov-2023		
2	Hidden Lake 1.3	30				30.00	23-Nov-2023 13:18:35		09-Nov-2023 00:00:00					Requires Acknowledgment			Accept		15-Nov-2023		
Additional Change Requests																					
If you need to submit more changes in addition to those that have been submitted above, you can specify them here																					
Additional Changes																					
Return to View Order Details																					
<input type="button" value="Cancel"/> <input type="button" value="Reject Entire Order"/> <input type="button" value="Accept Entire Order"/> <input type="button" value="Printable View"/> <input type="button" value="View Change History"/> <input type="button" value="Export"/> <input type="button" value="Submit"/>																					

- 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**.

PO Details																					
<small>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.</small> <small>Show All Hide All</small>																					
Details Line	Item	Item/Job	Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Supplier	Note to Contractor	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason		
Hide 1	Goods					Meter	100		100.00						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	70				70.00	09-Nov-2023 13:18:35		09-Nov-2023 00:00:00					Requires Acknowledgment			Accept		08-Nov-2023		
2	Hidden Lake 1.3	30				30.00	23-Nov-2023 13:18:35		09-Nov-2023 00:00:00					Requires Acknowledgment	Shipments		Accept		15-Nov-2023		

- This message will be displayed.

### PO Acknowledgment Confirmation

**Purchase Order 681173 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.

Shipment	Ship-To Location	Ordered	Qty	Received	Amount	Ordered	Received	Amount	Invoiced	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 1.3	70				70.00				09-Nov-2023 13:18:35	09-Nov-2023 00:00:00		Accepted				Yes	08-Nov-2023		
2	Hidden Lake 1.3	30				30.00				23-Nov-2023 13:18:35	09-Nov-2023 00:00:00		Accepted				Yes	15-Nov-2023		