

## End User Requirements –Standard Purchase Order Acknowledgement through Invoicing (AFL Responsible for Freight) acknowledgment through Multiple PO Change Option

### 1. Purpose

- 1.1. The purpose of this procedure is to Acknowledge a Standard Purchase Order in iSupplier by the Supplier, populate the Promise Date and Acknowledge Ship Date and Create ASN, View Receipts, and View Invoices.

### 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

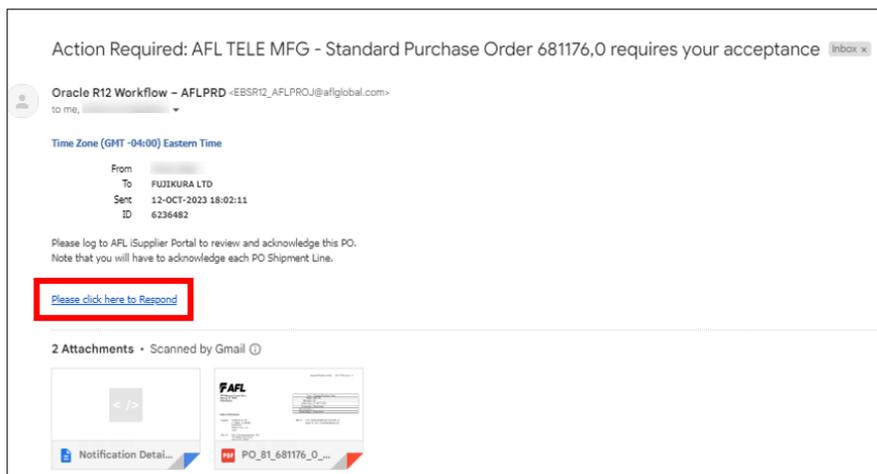
- 4.1 This procedure provides steps and screenshots to Acknowledge a Standard Purchase Order by Supplier and populate Promise Date and Acknowledge Ship Date by Supplier.

### 5. Requirements

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

### 6. Procedure – Acknowledge a Standard Purchase Order and Populate Promise date and Acknowledge Ship Date

- 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.



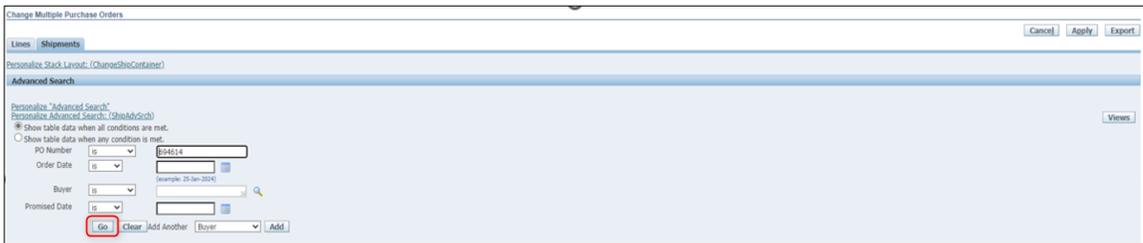
- 6.2 Once logged in, navigate to the **AFL Standard iSupplier Responsibility**.
- 6.3 Double click the **Home Page** function.



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



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



Or click on **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.

**Advanced Search**

Match  All  Any Views

PO Number is

Order Date is

Buyer is

Promised Date is

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**Default Values**

TIP You can apply default values to selected rows

Promised Date

Quantity Ordered

Price

Reason

Action (must choose Accept or Change)

New Acknowledged Ship Date(DD-MON-YYYY)

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Select Shipments:

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)	Vendor Approval	Acknowledged Ship Date	Shipm Tracklr Numbe
<input type="checkbox"/>	732447	1	01-Feb-2025 10:55:20	Goods					01-Jul-2025 00:00:00	Meter	6476		45.03			Requires Acknowledgment							
<input type="checkbox"/>	732447	2	01-Feb-2025 10:55:20	Goods					01-Jul-2025 00:00:00	Meter	8798		26.51			Requires Acknowledgment							

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.

**Advanced Search**

Match  All  Any Views

PO Number is

Order Date is

Buyer is

Promised Date is

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**Default Values**

TIP You can apply default values to selected rows

Promised Date

Quantity Ordered

Price

Reason

Action (must choose Accept or Change)

New Acknowledged Ship Date(DD-MON-YYYY)

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

**Advanced Search**

Match  All  Any Views

PO Number is

Order Date is

Buyer is

Promised Date is

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**Default Values**

TIP You can apply default values to selected rows

Promised Date

Quantity Ordered

Price

Reason

Action (must choose Accept or Change)

New Acknowledged Ship Date(DD-MON-YYYY)

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Select Shipments:

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)	Vendor Approval	Acknowledged Ship Date	Shipm Tracklr Numbe
<input checked="" type="checkbox"/>	732447	1	01-Feb-2025 10:55:20	Goods				16-APR-2025	01-Jul-2025 00:00:00	Meter	6476		45.03			Requires Acknowledgment				Accept			
<input checked="" type="checkbox"/>	732447	2	01-Feb-2025 10:55:20	Goods				16-APR-2025	01-Jul-2025 00:00:00	Meter	8798		26.51			Requires Acknowledgment				Accept			



Click on **Apply**

The change request will be submitted for approval.



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)	Vendor Approval	Acknowledged Ship Date	Shipment Type
732572-3	1	1	17-Mar-2025 18:42:40	Goods		Hidden Lake 1.5		28-MAR-2025	28-MAR-2025	04-Apr-2025 00:00:00	Kilogram	10	64.33		Requires Acknowledgment			Change			

6.10 Click on **Apply**

PO Select Number	Line	Shipment Order Date	Type	Item/Job Description	Location	Promised Date	Need-By Date	UOH	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 Line 1.3	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	10		10.00			Requires Acknowledgment		Change	Change					
694614	2	05-Feb-2024 13:59:02	Goods		hidden Line 1.3	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	20		20.00			Requires Acknowledgment		Change	Change					
694614	3	05-Feb-2024 13:59:02	Goods		hidden Line 1.3	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	30		30.00			Requires Acknowledgment		Change	Change					
694614	4	05-Feb-2024 13:59:02	Goods		hidden Line 1.3	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	40		40.00			Requires Acknowledgment		Change	Change					
694614	5	05-Feb-2024 13:59:02	Goods		hidden Line 1.3	08-Mar-2024 00:00:00	16-Feb-2024 00:00:00	Meter	50		50.00			Requires Acknowledgment		Change	Change					
694614	6	05-Feb-2024 13:59:02	Goods		hidden Line 1.3	08-Mar-2024 00:00:00	23-Feb-2024 00:00:00	Meter	60		60.00			Requires Acknowledgment		Change	Change					
694614	7	05-Feb-2024 13:59:02	Goods		hidden Line 1.3	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	70		70.00			Requires Acknowledgment		Change	Change					
694614	8	05-Feb-2024 13:59:02	Goods		hidden Line 1.3	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	80		80.00			Requires Acknowledgment		Change	Change					
694614	9	05-Feb-2024 13:59:02	Goods		hidden Line 1.3	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	90		90.00			Requires Acknowledgment		Change	Change					
694614	10	05-Feb-2024 13:59:02	Goods		hidden Line 1.3	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	10		10.00			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

In the case of **Promise Date** or **Quantity** change, PO requires Buyer approval once supplier completes the changes.

6.12 When using the Multiple PO Change option if the price needs to be updated for all the PO lines, the PO# must first be acknowledged using above steps. The buyer will need to acknowledge it and 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

Order Date is

Buyer is

Item is

**Go** | Clear | Add Another | Buyer | Add

6.13 Click on **Select All**

Personalize "PO Lines"

Select Lines:  Apply Default Values

Select All  Select None

Select Number	Line Buyer	Order Date	Type	Item/Job	Description	UOM	Qty	Currency	Price	Amount	Supplier Item	Status	Global Agreement ID	Supplier Config	Attachments	Reason
<input checked="" type="checkbox"/>	604617	1	05-Feb-2024	Goods		Meter	10	USD	10.00			Open				
<input checked="" type="checkbox"/>	604617	2	05-Feb-2024	Goods		Meter	20	USD	20.00			Open				
<input checked="" type="checkbox"/>	604617	3	05-Feb-2024	Goods		Meter	30	USD	30.00			Open				
<input checked="" type="checkbox"/>	604617	4	05-Feb-2024	Goods		Meter	40	USD	40.00			Open				
<input checked="" type="checkbox"/>	604617	10	05-Feb-2024	Goods		Meter	10	USD	10.00			Open				
<input checked="" type="checkbox"/>	604617	6	05-Feb-2024	Goods		Meter	60	USD	60.00			Open				
<input checked="" type="checkbox"/>	604617	7	05-Feb-2024	Goods		Meter	70	USD	70.00			Open				
<input checked="" type="checkbox"/>	604617	8	05-Feb-2024	Goods		Meter	80	USD	80.00			Open				
<input checked="" type="checkbox"/>	604617	9	05-Feb-2024	Goods		Meter	90	USD	90.00			Open				
<input checked="" type="checkbox"/>	604617	5	05-Feb-2024	Goods		Meter	50	USD	50.00			Open				

Select Lines:  Apply Default Values

6.14 Select which lines for **Price** to be updated and enter a **Reason** for the change. Click on **Apply Default Values**.

Advanced Search

Personalize "Advanced Search"

Personalize Advanced Search: (Lines4v5r3h)

Show table data when all conditions are met.

Show table data when any conditions are met.

PO Number:

Order Date:

Buyer:

Item:

Default Values

TIP You can apply default values to selected rows

Price:  Supplier Item:

Reason:

Personalize "PO Lines"

Select Lines:  Apply Default Values

Select All  Select None

Select Number	Line Buyer	Order Date	Type	Item/Job	Description	UOM	Qty	Currency	Price	Amount	Supplier Item	Status	Global Agreement ID	Supplier Config	Attachments	Reason
<input type="checkbox"/>	604617	1	05-Feb-2024	Goods		Meter	10	USD	10.00			Open				
<input type="checkbox"/>	604617	2	05-Feb-2024	Goods		Meter	20	USD	20.00			Open				
<input type="checkbox"/>	604617	3	05-Feb-2024	Goods		Meter	30	USD	30.00			Open				
<input type="checkbox"/>	604617	4	05-Feb-2024	Goods		Meter	40	USD	40.00			Open				
<input type="checkbox"/>	604617	10	05-Feb-2024	Goods		Meter	10	USD	10.00			Open				
<input type="checkbox"/>	604617	6	05-Feb-2024	Goods		Meter	60	USD	60.00			Open				
<input type="checkbox"/>	604617	7	05-Feb-2024	Goods		Meter	70	USD	70.00			Open				
<input type="checkbox"/>	604617	8	05-Feb-2024	Goods		Meter	80	USD	80.00			Open				
<input type="checkbox"/>	604617	9	05-Feb-2024	Goods		Meter	90	USD	90.00			Open				
<input type="checkbox"/>	604617	5	05-Feb-2024	Goods		Meter	50	USD	50.00			Open				

Select Lines:  Apply Default Values

6.15 Price will be updated to all the selected lines

Default Values

TIP You can apply default values to selected rows

Price:  Supplier Item:

Reason:

Personalize "PO Lines"

Select Lines:  Apply Default Values

Select All  Select None

Select Number	Line Buyer	Order Date	Type	Item/Job	Description	UOM	Qty	Currency	Price	Amount	Supplier Item	Status	Global Agreement ID	Supplier Config	Attachments	Reason
<input checked="" type="checkbox"/>	604617	1	05-Feb-2024	Goods		Meter	10	USD	3	10.00		Open				Price change
<input checked="" type="checkbox"/>	604617	2	05-Feb-2024	Goods		Meter	20	USD	3	20.00		Open				Price change
<input checked="" type="checkbox"/>	604617	3	05-Feb-2024	Goods		Meter	30	USD	3	30.00		Open				Price change
<input checked="" type="checkbox"/>	604617	4	05-Feb-2024	Goods		Meter	40	USD	3	40.00		Open				Price change
<input checked="" type="checkbox"/>	604617	10	05-Feb-2024	Goods		Meter	10	USD	3	10.00		Open				Price change
<input checked="" type="checkbox"/>	604617	6	05-Feb-2024	Goods		Meter	60	USD	3	60.00		Open				Price change
<input checked="" type="checkbox"/>	604617	7	05-Feb-2024	Goods		Meter	70	USD	3	70.00		Open				Price change
<input checked="" type="checkbox"/>	604617	8	05-Feb-2024	Goods		Meter	80	USD	3	80.00		Open				Price change
<input checked="" type="checkbox"/>	604617	9	05-Feb-2024	Goods		Meter	90	USD	3	90.00		Open				Price change
<input checked="" type="checkbox"/>	604617	5	05-Feb-2024	Goods		Meter	50	USD	3	50.00		Open				Price change

Select Lines:  Apply Default Values

6.16 Click on **Apply**

Select Number	Line Buyer	Order Date	Type	Item/Job	Description	UOH	Qty	Currency	Price	Amount	Supplier Item	Status	Global Agreement ID	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 select **View All 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
681176	1	AFL TELE MFG	Standard PO	Standard PO# Creation Through Invoicing/AFL Responsible for Freight	12-Oct-2023 18:01:40		USD	100.00	Supplier Change Pending	20-Oct-2023 08:00:00	

- **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 Acceptance.

For Your Information: AFL TELE MFG - Response to your change request for Standard Purchase Order 681176,1

Oracle R12 Workflow - AFLPRD -ESSR12\_AFLPROJ@afglobal.com

Time Zone (GMT -04:00) Eastern Time

From: [Redacted]

Sent: 12-Oct-2023 18:19:08

Supplier Address: [Redacted]

Order Date: 12-Oct-2023 17:59:45

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		17-Oct-2023 18:00:00	27-Oct-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**. Click on Advanced Search or View.



6.20 Select the purchase order and click on **View Change History** to review the Details of the PO #.

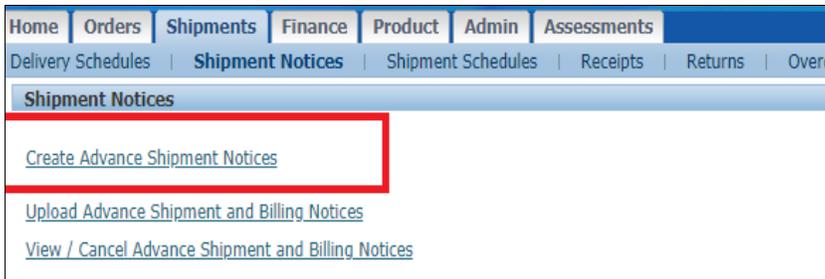


- **NOTE:** Buyer will receive an email from Supplier stating that the Purchase Order is accepted.
- Confirm the **Vendor Approval** and **Acknowledged Ship Date** fields are populated.



## 7. Procedure – Create an Advanced Shipment Notice (ASN) by Supplier

- 7.1. Navigate to **AFL iSupplier Portal Full Access, Home** page.
- Click on **Shipments** tab, **Shipment Notices**. Then click on **Advanced Shipment Notices**.



7.2. Click on **View, Shipments Due This Week**. Or click on **Advanced Search** to search for a particular PO #.



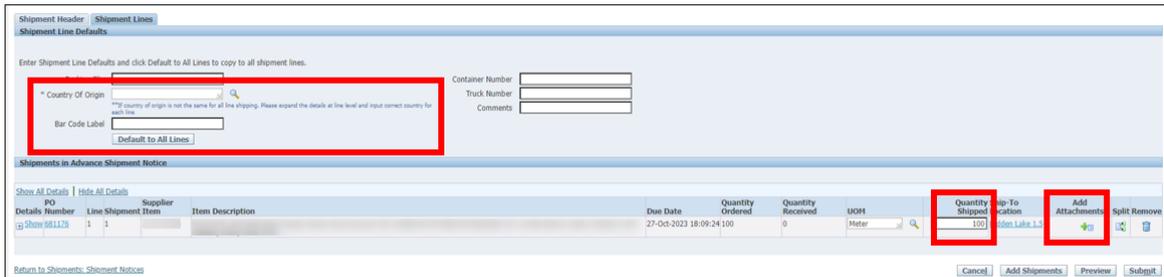
7.3. Select the PO Number and click on **Add to Shipment Notice** to create.



PO Number	Line	Shipment Item	Item Description	Due Date	Quantity Ordered	Quantity Shipped	UOH	Ship-To Location	Organization Name	Ship-To Organization	Currency	Supplier Site
681176	1	1		27-Oct-2023 18:09:24	100	0	Meter	1660m Labr.1.3	AFL TELE MFG	Cable Manufacturing	USD	

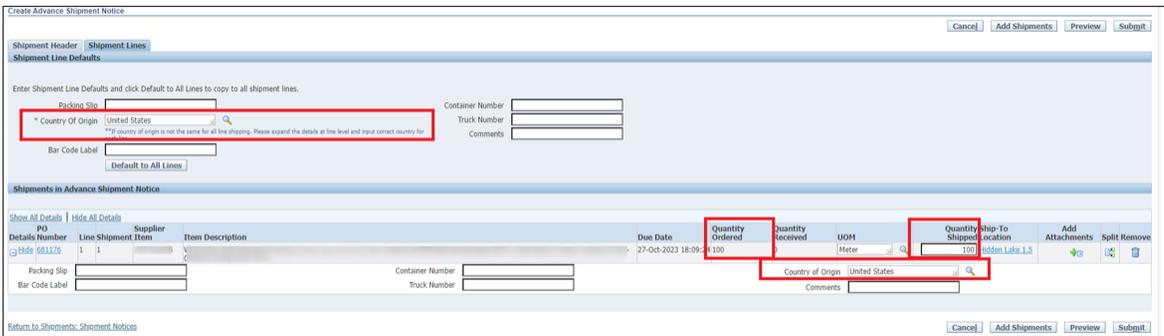
7.4. In the **Shipment Line Defaults** section, you can:

- Enter **Country of Origin** at Shipment Line level. Click the **Default to All Lines** button.
- If the Country of Origin is not the same for all line shipping, expand the **Details** section and enter manually for each line.
- Expand the **Shipments in Advance Shipment Notice** section and click on **Show** to confirm quantity in case the **Quantity Shipped** column needs to be changed to a partial quantity.
- In the **Add Attachments** column, you can include documents such as packing slips, bills of lading or commercial invoices.
- Supplier can also merge multiple POs into a single ASN.



PO Number	Line	Shipment Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOH	Quantity Shipped	Ship-To Location	Add Attachments	Split Remove
681176	1	1		27-Oct-2023 18:09:24	100	0	Meter	100	1660m Labr.1.3		

7.5. Navigate to the **Shipment Lines** tab, **Country of Origin** and click on **Default to All Lines** button (only if the Country of Origin is same for all shipment lines).



PO Number	Line	Shipment Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOH	Quantity Shipped	Ship-To Location	Add Attachments	Split Remove
681176	1	1		27-Oct-2023 18:09:24	100	0	Meter	100	1660m Labr.1.3		

7.6. If **Country of Origin** is different for each shipment line, it needs to be entered for all shipment lines individually.

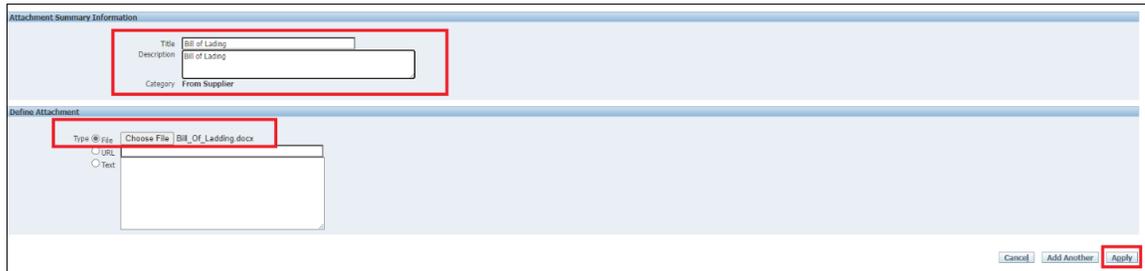
- **NOTE:** For **Full Quantity Shipment**, make sure the **Quantity Ordered** and **Quantity Shipped** is the same as the **Full Quantity ASN Shipment**.

7.7. Navigate to the **Shipment Header** tab, enter the required fields marked with an asterisk (\*) – **Shipment Number**, **Shipment Date** (which is always today's date), **Expected Receipt Date**, and **Waybill/Airbill Number**.

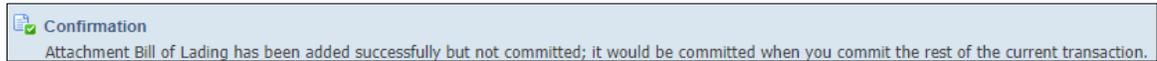
- All other fields are optional but including the information for these fields is helpful to AFL.

7.8. Navigate to **Shipment Lines** tab and add attachments if buyer or receiving team requires it

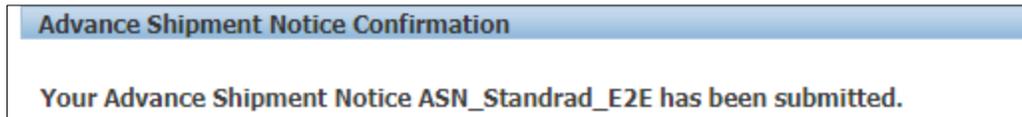
- Click on the **Attachment** icon and upload the documents.
- Enter Title, Description and click on the **Choose File** button to upload the document.
- Click the **Apply** button.



- Documents are now uploaded but not yet submitted.



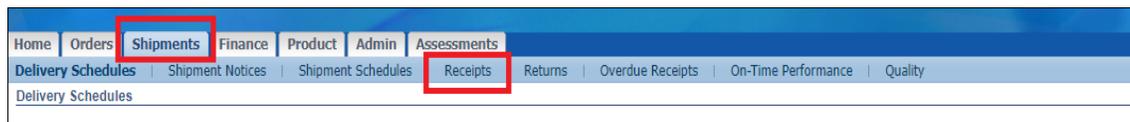
7.9. Click on the **Submit** button at the bottom of the page to submit the ASN.



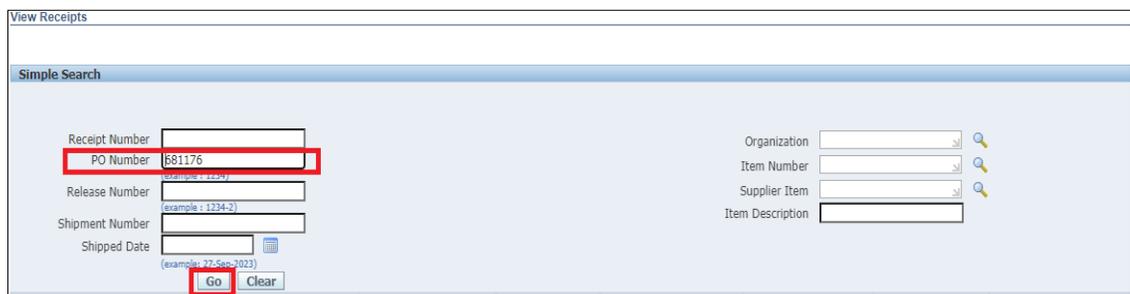
- **NOTE:** Buyer will receive an email saying ASN from Supplier is created is ready for receiving.

## 8. Validate Receipts Created by AFL Buyer in iSupplier

- 8.1. Navigate to **AFL iSupplier Portal Full Access , Home Page**.
- 8.2. Click on the **Shipments** tab, then click on the **Receipts** link.



- 8.3. Search with **PO Number** or **Receipt Number** and click **Go**.



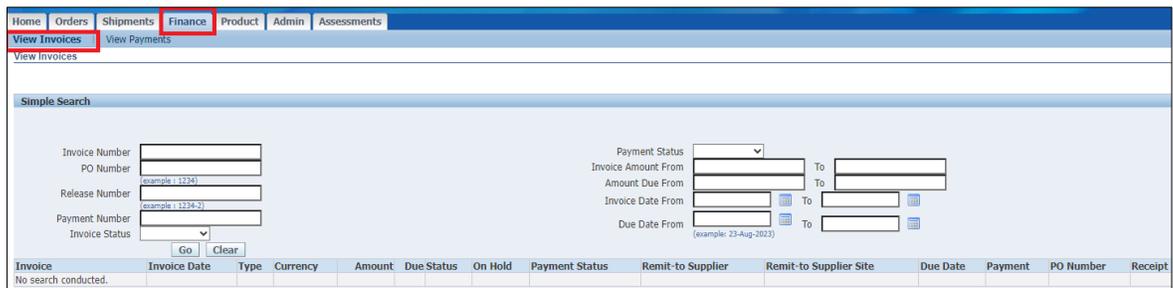
8.4. Receipts will be displayed.



The screenshot shows the 'View Receipts' page with search filters for Receipt Number, PO Number, Release Number, Shipment Number, Shipped Date, Organization, Item Number, Supplier Item, and Item Description. Below the filters is a table with columns: Receipt, Creation Date, Organization, Shipment, Shipped Date, Packing Slip, Containers, Waybill/Airbill, Freight Carrier, Bill of Lading, PO Number, Invoice, and Attachments. A single receipt is listed with PO Number 881176.

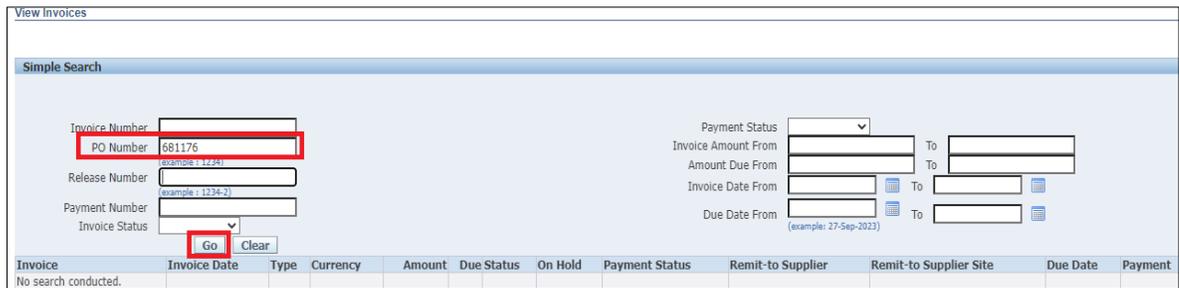
9. Validate Invoices in iSupplier Portal

- 9.1. Navigate to AFL iSupplier Portal Full Access, Home Page.
- 9.2. Navigate to Finance, View Invoices.



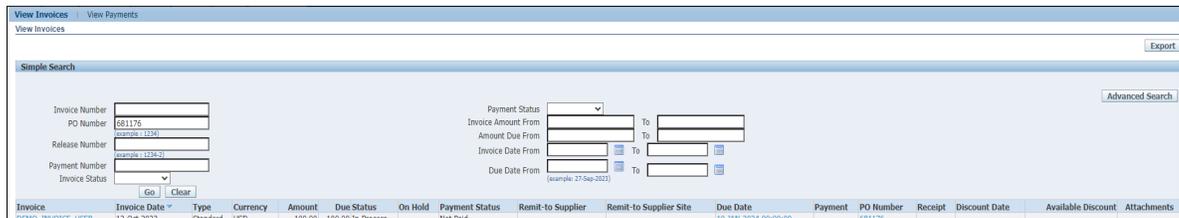
The screenshot shows the navigation menu with 'Finance' highlighted. Below it is the 'View Invoices' search interface with fields for Invoice Number, PO Number, Release Number, Payment Number, Invoice Status, Payment Status, Invoice Amount From, Amount Due From, Invoice Date From, and Due Date From. The 'Go' button is highlighted.

- 9.3. Enter PO Number or Invoice number and click on **Go** once entered. (Or just click on Go to view all Invoices for the supplier.)



The screenshot shows the 'View Invoices' search interface with the 'PO Number' field containing '681176' and the 'Go' button highlighted.

- 9.4. Invoices will be displayed as shown below.



The screenshot shows the 'View Invoices' search interface with the 'Go' button highlighted. Below the search filters is a table with columns: Invoice, Invoice Date, Type, Currency, Amount, Due Status, On Hold, Payment Status, Remit-to Supplier, Remit-to Supplier Site, Due Date, Payment, PO Number, Receipt, Discount Date, Available Discount, and Attachments. A single invoice is listed with PO Number 881176.