

## End User Requirements –Standard Purchase Order Acknowledgement through Invoicing (AFL Responsible for Freight)

### 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

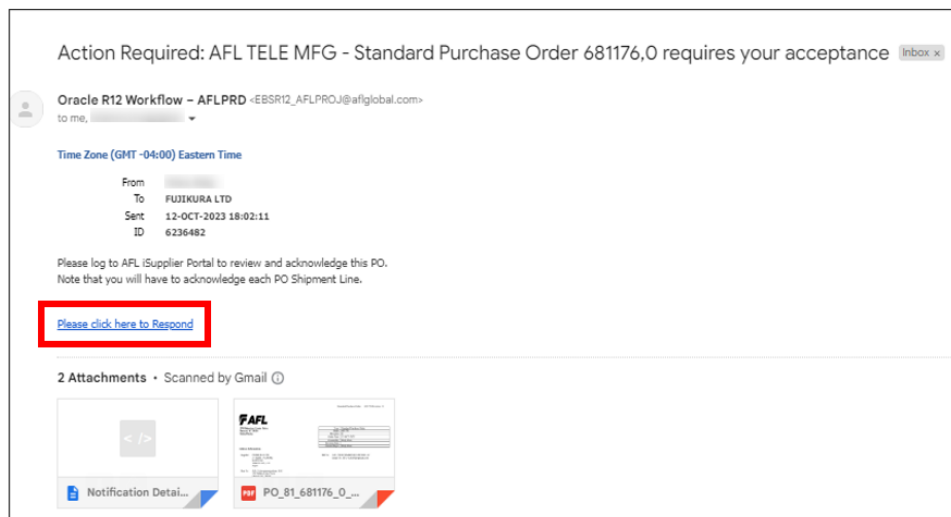
- 4.1 This procedure provides steps and screenshots to Acknowledge a Standard Purchase Order by Supplier and populate Promise Date and Acknowledge Ship Date by Supplier.

### 5. Requirements

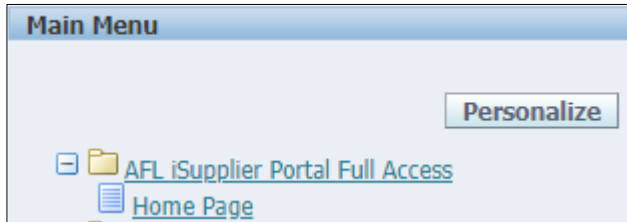
- 5.1 Users must have necessary Oracle responsibilities and security assigned to them to complete the following steps.

### 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.



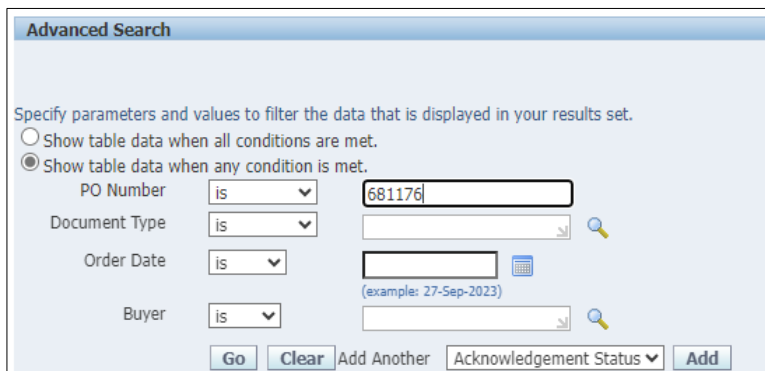
- 6.2 Once logged in, navigate to the **AFL iSupplier Portal Full Access** responsibility.
- 6.3 Double click the Home Page function.



- 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 Click on the PO number.



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

If the promise date is the same as the Need by date, select **Acknowledge** from the dropdown list.

6.8 Expand the PO Shipment line details by clicking **Show All**.

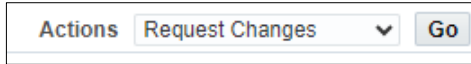
Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	New Acknowledged Ship Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action	Vendor Approval	Acknowledged Ship Date
1	ACA - Laredo	10		1		10.00		22-May-2024	10-May-2024 00:00:00										

6.9 Enter the **New Acknowledged Ship Date**. In the Action column, select **Accept** from the drop-down. **NOTE:** if there are multiple lines, the information should be populated at each shipment line level.

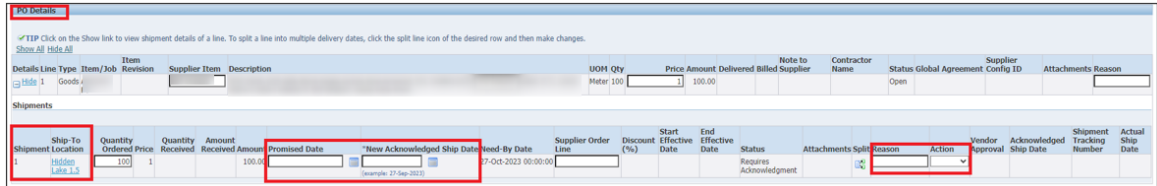
Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	New Acknowledged Ship Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action	Vendor Approval	Acknowledged Ship Date
1	ACA - Laredo	10		1		10.00		29-May-2024	10-May-2024 00:00:00								Accept		

6.10 Once **Details** are populated for all the required fields such as **New Acknowledged Ship Date** and **Action**, click **Submit** at bottom of the page.

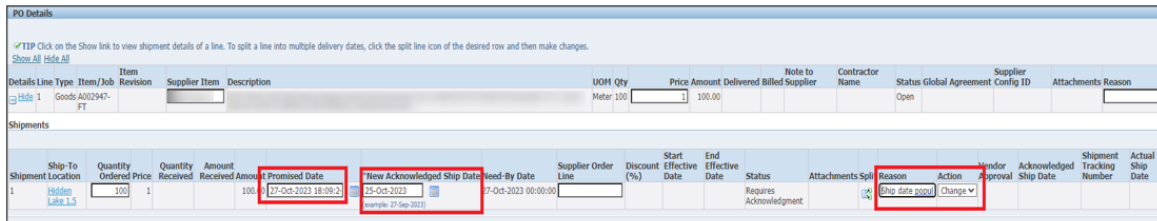
6.11 If **Promise Date** is not the same as the need by date then Select the **Request Changes** option at the bottom of and click the **Go** button.



6.12 Expand the PO Shipment line details by clicking **Show All**.



6.13 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 shipment line level. **NOTE:** if there are multiple lines, the information should be populated at each shipment line level. If needed, you can change the **price** or **quantity** at this time.



**NOTE:** If AFL is handling transportation, please refer to the AFL Routing Guide Matrix.xlsx file located on the iSupplier landing page (aflglobal.com/iSupplier) to determine the purchase order Promised Date.

- Go to **US Transit Time** tab if you are shipping from the United States or to the **International Transit Time** tab for international shipments.
- Enter your **Projected Ship Date**.
- Then go to the **AFL destination City, State** section for the ship-from information. Enter the **Origin State** and **Ship Method**.
- Enter the **Promise Date** that the spreadsheet has calculated as your **Promised Date** in the Purchase Order Acknowledgement.

AFL		AFL TELECOMMUNICATIONS U.S. ROUTING GUIDE - LTL / TL / PARCEL	
Projected Ship Date	11/30/23	<i>Enter Projected Ship Date here to populate promise date below. Use Date format MM/DD/YYYY ie. 03/25/2023</i>	
		<i>Instructions</i>	
AFL Destination City, State	Duncan, SC	1) Check AFL PO Document for Ship To City, State	
Origin State	LA	2) Click on the drop down box and select Origin State/Ship from State	
Ship Method	TL	3) Click on the drop down box and select shipment mode	
Average Transit Days	2		
Promise Date	12/4/2023	4) Enter date shown here as the promise date in supplier portal	
		<i>Instructions</i>	
AFL Destination City, State	Laredo, TX	1) Check AFL PO Document for Ship To City, State	
Origin State	AL	2) Click on the drop down box and select Origin State/Ship from State	
Ship Method	TL	3) Click on the drop down box and select shipment mode	
Average Transit Days	4	<i>Note: Two days are added for transit from Laredo, TX to Monterrey, MX</i>	
Promise Date	12/6/2023	4) Enter date shown here as the promise date in supplier portal	
		<i>Instructions</i>	
AFL Destination City, State	Kent, WA	1) Check AFL PO Document for Ship To City, State	
Origin State	SC	2) Click on the drop down box and select Origin State/Ship from State	
Ship Method	LTL	3) Click on the drop down box and select shipment mode	
Average Transit Days	8		
Promise Date	12/12/2023	4) Enter date shown here as the promise date in supplier portal	

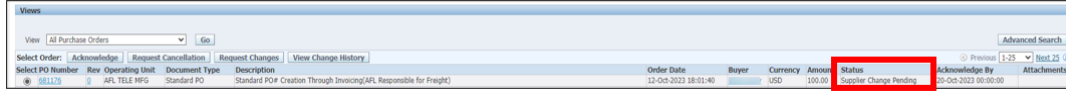
6.14 Once **Details** are populated for all the required fields such as **Promised Date**, **New Acknowledged Ship Date**, **Action** and **Reason**, click **Submit** at bottom of the page.

- This message will be displayed once change is submitted by supplier.

**Change Order Confirmation**

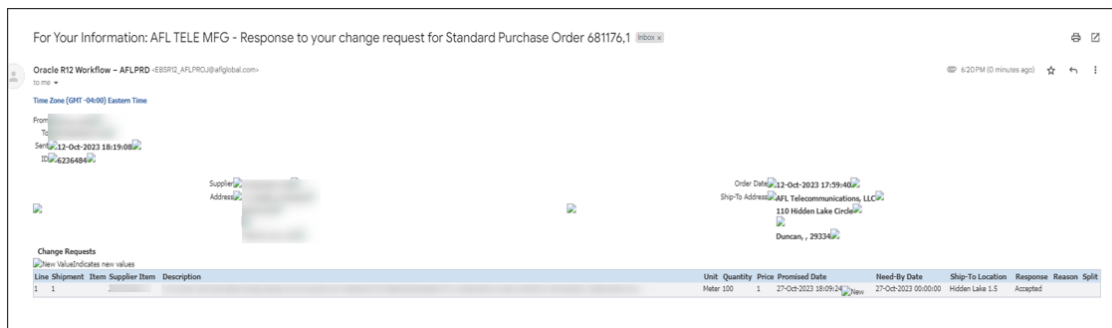
Change Request for Purchase Order 681176 has been submitted for approval.

- 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.

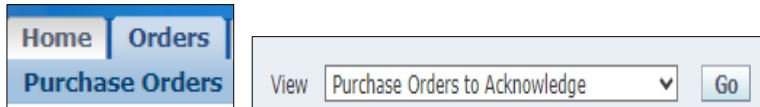


- **NOTE:** In the Buyer Acknowledgement process, the Approval needs to be completed with changes before Supplier can take the next actions.

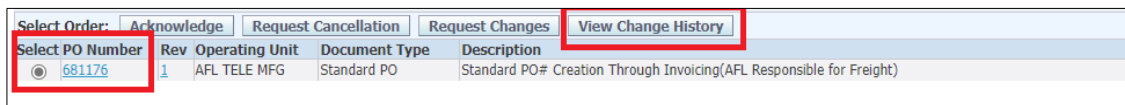
6.15 Supplier will receive an email with Buyer Acceptance.



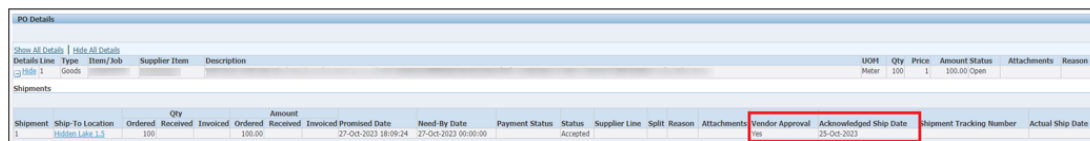
6.16 Navigate to the iSupplier Portal. Go to **Home** page and click on **Orders, Purchase Orders**. Click on Advanced Search or View.



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

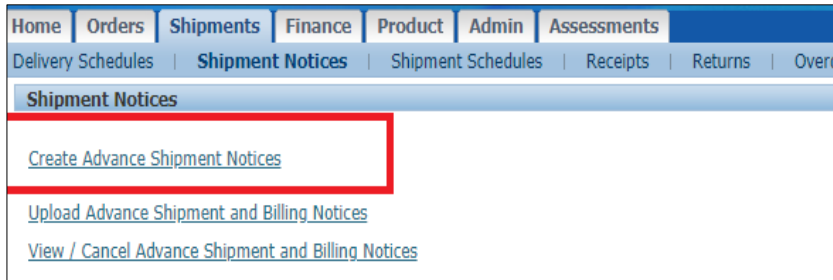


- **NOTE:** Buyer will receive an email from Supplier stating that the Purchase Order is accepted.
- Confirm the **Vendor Approval** and **Acknowledged Ship Date** fields are populated.

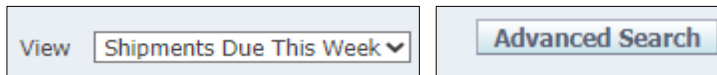


**7. Procedure – Create an Advanced Shipment Notice (ASN) by Supplier**

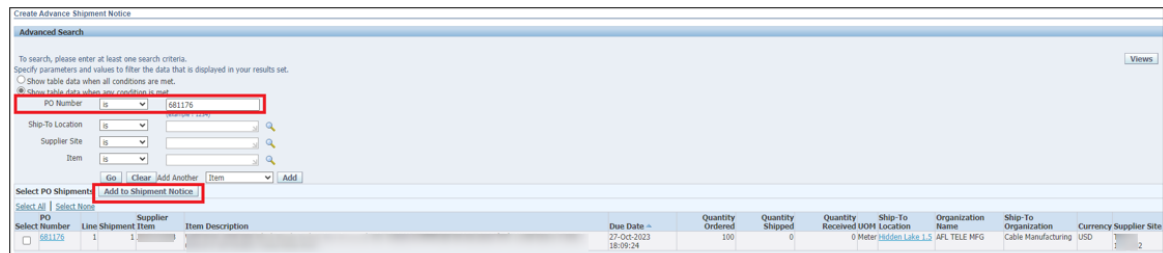
- 7.1. Navigate to **AFL iSupplier Portal Full Access, Home** page.
  - Click on **Shipments** tab, **Shipment Notices**. Then click on **Advanced Shipment Notices**.



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

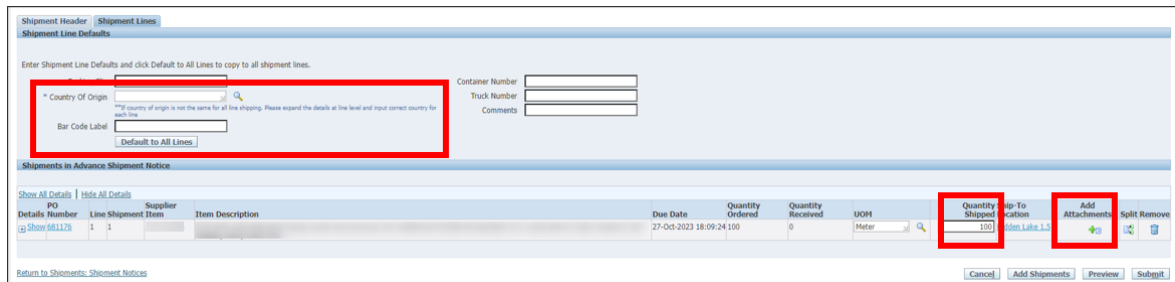


- 7.3. Select the PO Number and click on **Add to Shipment Notice** to create.

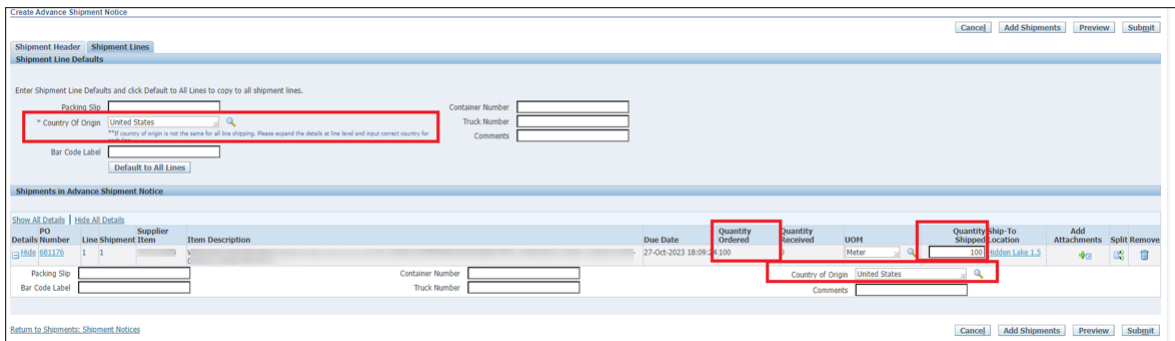


7.4. In the **Shipment Line Defaults** section, you can:

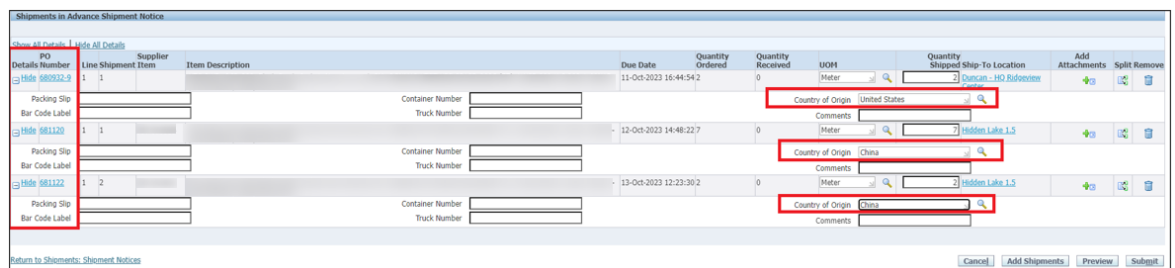
- Enter **Country of Origin** at Shipment Line level. Click the **Default to All Lines** button.
- If the Country of Origin is not the same for all line shipping, expand the **Details** section and enter manually for each line.
- Expand the **Shipments in Advance Shipment Notice** section and click on **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.



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).



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

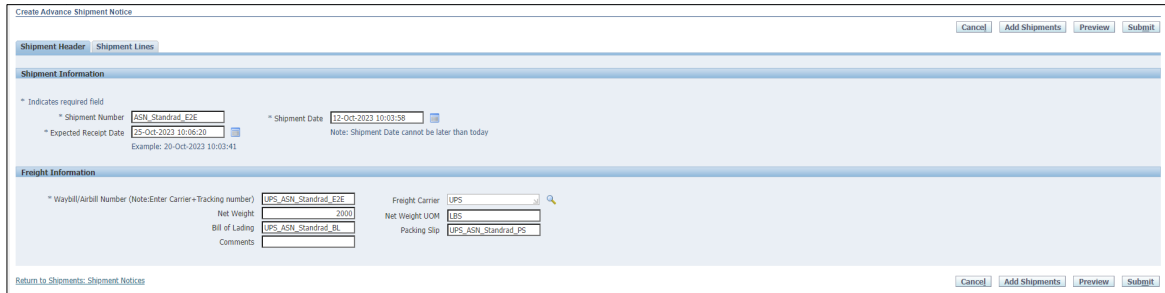


- **NOTE:** For **Full Quantity Shipment**, make sure the **Quantity Ordered** and **Quantity Shipped** is the same as the **Full Quantity ASN Shipment**.



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.

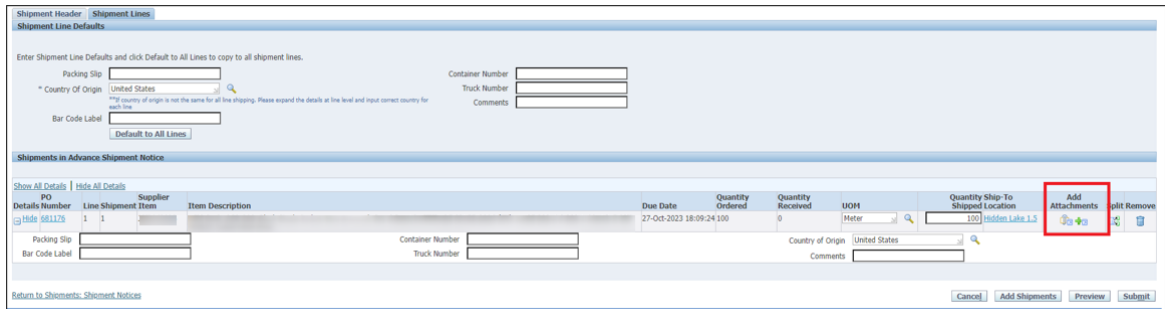


**NOTE:** If AFL is handling transportation, please refer to the AFL Routing Guide Matrix.xlsx file located on the iSupplier landing page (AFLglobal.com/iSupplier) to determine the Expected Receipt Date.

- Go to **North America Transit Time** tab if you are shipping from North America or to the **International Transit Time** tab for international shipments.
- Enter your **Projected Ship Date**.
- Then go to the **AFL destination City, State** section for the ship-from information. Enter the **Origin State** and **Ship Method**.
- Enter the **Promise Date** that the spreadsheet has calculated as your **Expected Receipt Date** in the Shipment Header.
- For further information on populating the **Waybill/Airbill Number**, visit the **ASN Instructions** tab on this spreadsheet.

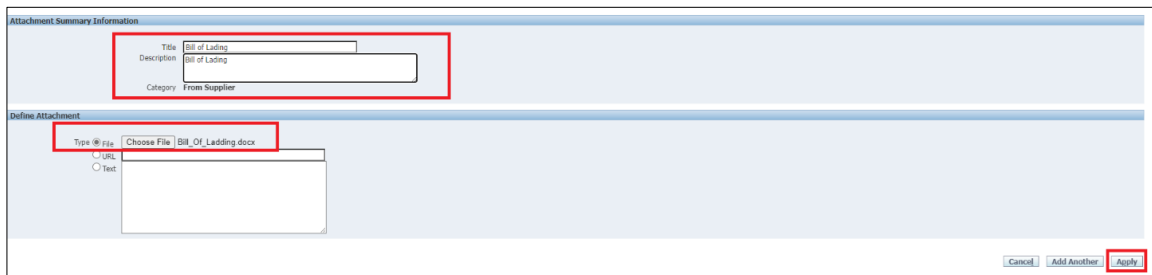
AFL TELECOMMUNICATIONS		NORTH AMERICA ROUTING GUIDE - LTL / TL / PARCEL	
Projected Ship Date	11/30/2023	Enter Projected Ship Date here to populate promise date below. Use Date format MM/DD/YYYY ie. 03/25/2023	
<i>Instructions</i>			
AFL Destination City, State	Duncan, SC	1) Check AFL PO Document for Ship To City, State	
Origin State	LA	2) Click on the drop down box and select Origin State/Ship from State	
Ship Method	TL	3) Click on the drop down box and select shipment mode	
Average Transit Days	2		
Promise Date	12/4/2023	4) Enter date shown here as the promise date in supplier portal	
<i>Instructions</i>			
AFL Destination City, State	Laredo, TX	1) Check AFL PO Document for Ship To City, State	
Origin State	CA	2) Click on the drop down box and select Origin State/Ship from State	
Ship Method	Parcel	3) Click on the drop down box and select shipment mode	
Average Transit Days	4		
Promise Date	12/6/2023	4) Enter date shown here as the promise date in supplier portal	
<i>Instructions</i>			
AFL Destination City, State	Kent, WA	1) Check AFL PO Document for Ship To City, State	
Origin State	MA	2) Click on the drop down box and select Origin State/Ship from State	
Ship Method	LTL	3) Click on the drop down box and select shipment mode	
Average Transit Days	9		
Promise Date	12/13/2023	4) Enter date shown here as the promise date in supplier portal	

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



The screenshot shows the 'Shipment Lines' tab in the iSupplier interface. At the top, there are input fields for 'Packing Slip', 'Country of Origin' (set to 'United States'), 'Bar Code Label', 'Container Number', 'Truck Number', and 'Comments'. Below this is a table of 'Shipments in Advance Shipment Notice'. The table has columns for 'PO Details Number', 'Line Shipment Items', 'Item Description', 'Due Date', 'Quantity Ordered', 'Quantity Received', 'UOH', and 'Quantity Ship-To Shipped Location'. The 'Add Attachments' button is highlighted with a red box in the right-hand column of the table.

- 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.



The screenshot shows the 'Attachment Summary Information' section with fields for 'Title' (Bill of Lading), 'Description' (Bill of Lading), and 'Category' (From Supplier). Below is the 'Define Attachment' section with a 'Type @ file' dropdown, a 'Choose File' button (highlighted with a red box), and a file name 'Bill\_Of\_Lading.docx'. At the bottom right, the 'Apply' button is highlighted with a red box.

- Documents are now uploaded but not yet submitted.

**Confirmation**  
Attachment Bill of Lading has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

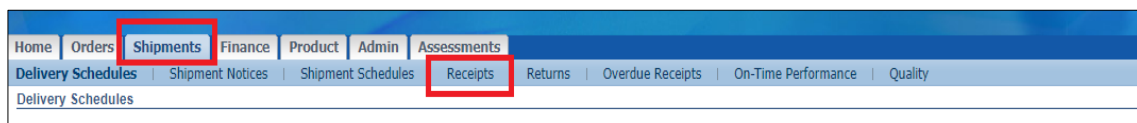
7.9. Click on the **Submit** button at the bottom of the page to submit the ASN.

**Advance Shipment Notice Confirmation**  
Your Advance Shipment Notice ASN\_Standrad\_E2E has been submitted.

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

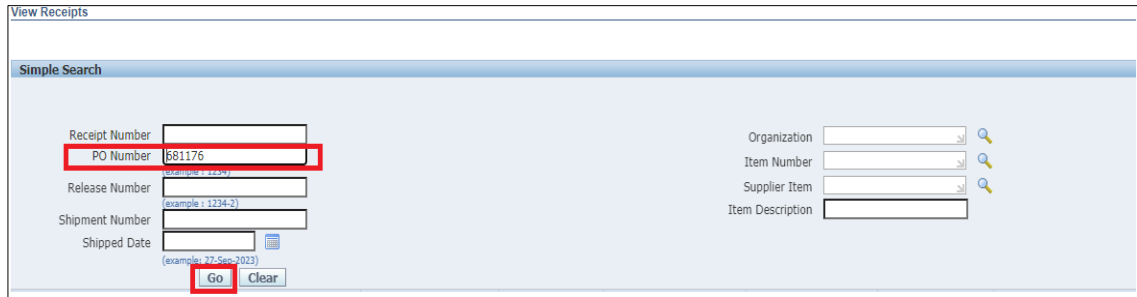
## 8. Validate Receipts Created by AFL Buyer in iSupplier

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



The screenshot shows the iSupplier navigation menu. The 'Shipments' tab is highlighted with a red box. Below it, the 'Receipts' link is also highlighted with a red box.

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



View Receipts

Simple Search

Receipt Number

**PO Number**

Release Number

Shipment Number

Shipped Date

Organization

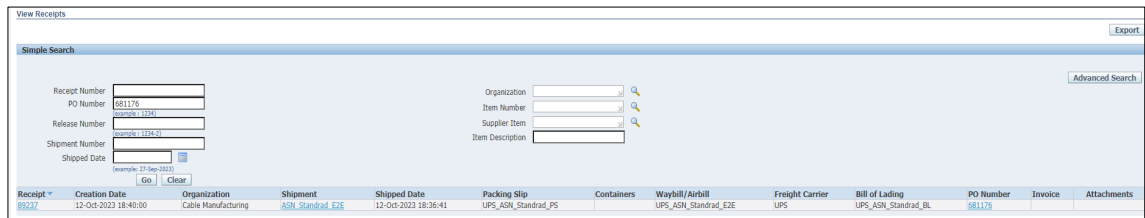
Item Number

Supplier Item

Item Description

**Go** Clear

8.4. Receipts will be displayed.



View Receipts

Simple Search

Receipt Number

**PO Number**

Release Number

Shipment Number

Shipped Date

Organization

Item Number

Supplier Item

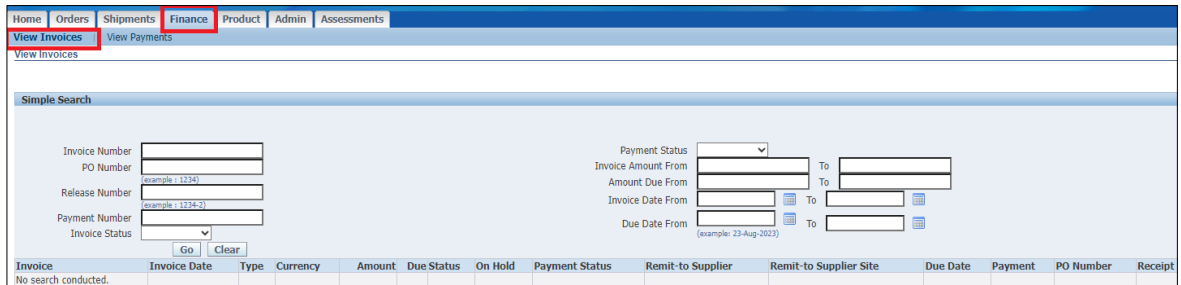
Item Description

**Go** Clear

Receipt #	Creation Date	Organization	Shipment	Shipped Date	Picking Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
89227	12-Oct-2023 18:40:00	Cable Manufacturing	ASN_Standrad_EZE	12-Oct-2023 18:36:41	UPS ASN_Standrad_PS		UPS ASN_Standrad_EZE	UPS	UPS ASN_Standrad_BL	681176		

## 9. Validate Invoices in iSupplier Portal

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



Home Orders Shipments **Finance** Product Admin Assessments

**View Invoices** View Payments

View Invoices

Simple Search

Invoice Number

**PO Number**

Release Number

Payment Number

Invoice Status

Payment Status

Invoice Amount From  To

Amount Due From  To

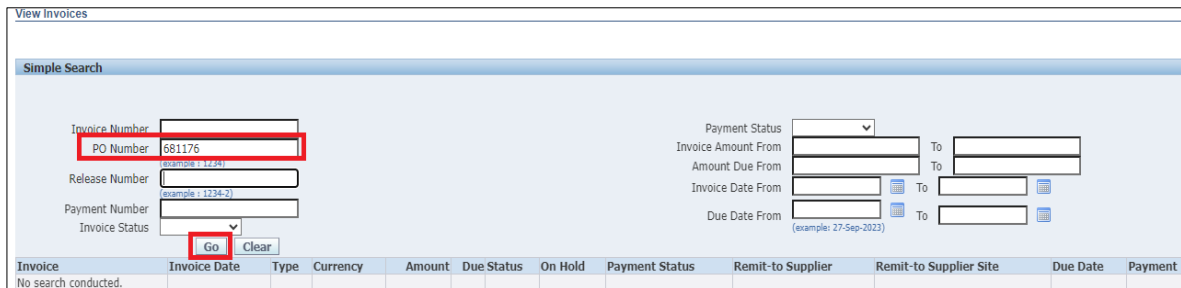
Invoice Date From  To

Due Date From  To

**Go** Clear

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
No search conducted.													

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.)



View Invoices

Simple Search

Invoice Number

**PO Number**

Release Number

Payment Number

Invoice Status

Payment Status

Invoice Amount From  To

Amount Due From  To

Invoice Date From  To

Due Date From  To

**Go** Clear

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
No search conducted.													



9.4. Invoices will be displayed as shown below.

View Invoices | View Payments

View Invoices Export

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**Simple Search** Advanced Search

Invoice Number:   
PO Number:   
Release Number:   
Payment Number:   
Invoice Status:

Payment Status:   
Invoice Amount From:  To:   
Amount Due From:  To:   
Invoice Date From:  To:   
Due Date From:  To:   
(example: 27-Sep-2023)

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	Attachments
INVOICE	12-Oct-2023	Standard	USD	100.00	100.00 In Progress		Not Paid			10-Sep-2024 00:00:00		021176				