

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.

Home Orders Shipm	ents Finance Product Admin Assessments				
Purchase Orders Ag	reements Purchase History Deliverables View	Requests RFQ			
Purchase Orders					
Furchase orders					
				Multiple PO Ch	hange Export
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		Full List		Acceleration	
Subject			Date	Purchase Orders	
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AFL TELE MEG - Blan	ret Release 681082-3.1 requires your accentance		01.5ep.2023 12:00:40	Shipments	
AFL TELE MFG - Blan	et Release 681082-1.1 requires your acceptance		01-Sep-2023 14:42:18	Delivery Schedules Overdee Receipte	
AFL TELE MEG - Stan	dard Purchase Order 681077.4 requires your acceptance		01-Sep-2023 14:25:18	Advance Shipment Notices	
				Receipts	
192				Receipts	
Orders At A	Slance			<u>Returns</u> On Time Performance	
		Full List		Generative Percentance	
PO Number	Description		Order Date	Involces	
681098	Standard PO# Creation Through Invoicing(AFL Respon	sible for Freight)	06-Sep-2023 17:28:04	Parmante .	
681097	SR# Testing without personalizations		05-Sep-2023 14:54:46	Payments	
681096	Drop Ship PO For new changes		06-Sep-2023 13:26:37	Estimate	
681095	DROP SHIP PO new changes		06-Sep-2023 13:26:34		
681094	SR# Testing without personalizations		06-Sep-2023 12:07:56		
Shipments A	t A Glance				
		Full List			
Shipment Number	Pa	cking Slip	Shipment Date		
ASN allowing			05-589-2023 12:19:98		
ASN101(PP10)			20-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.

Change Multiple Purchase Orders		
	Cancel Appl	y Export
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- Advanced Search		
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Go Clear Jadd Acother Buyer V Add		

Or click on View: Shipments Requiring Acknowledgment

Change Multiple Purchase Orders					Cancel Apply Expo
Lines Shipments					
Views					
View (Shipments Requiring Acknowledgement V) Go)				Advanced Search
IIP You can apply default values to selected rows			_		
	Promised Date	 5 0	Reason Action (must choose Accept or Change)		
	Quantity Ordered		New Acknowledged Shin Date(DD MON.YYYY)	•	



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.

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PO Number	is	~	732447																			
Order Date	is	~	(17-Mar-202	5) 6																		
Buyer	is	~		5	Q,																	
Promised Date	is	~		56																		
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rt Shipments: App PO Number ≏ Line	y default value	ues ¹ t Order - T	ype Item/Jo	Promised Quantity Oro	Date dered Price	Promised Date	Se N A Si M	New Acknowledged Ship Date(DD. MON-YYYY)	Need- By U Date	IOM Orde	ed Receiv	ed Price a	mount	Action (m New Acknowled Supplier Order Line	iust choose Accep Iged Ship Date(DD Status	Reason t or Change) MON-YYYY) Attachments	Split	Reason	* Action (must choose Accept or Change)	Vendor Approva	Acknowledged Ship Date	d Shi Tra Nu
ct Shipments: App PO Number $ ightarrow$ Line 732447 1	y default value	t Order T 01-Feb- 2025 10.55.20	rpe Item/Je	Promised Quantity Orc	Date dered Price	Promised Date	Ge N A Si M M	New Acknowledged Ship Date(DD. MON-YYYY)	Need- By U Date U 21-Jul- 2025 N	IOM Orde	red Receiv	ed Price /	lmount	Action (m New Acknowled Supplier Order Line	ust choose Accep ged Ship Date(DD Status Requires Acknowledgment	Reason t or Change) MON-YYYYY	Split	Reason	* Action (must choose Accept or Change)	Vendor Approva	Acknowledged Ship Date	d Shi Tra Nu

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.

Shipments	urcna	se Orders					
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Buyer	is	~		J Q			
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Default Values							
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			Quantity	Ordered		Action (must choose	Accept or Change) Accept
				Drice		New Acknowledged Ship D	ate(DD-MON-YYYY) 16-APR-2025

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

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Advanced Search																								
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Click on Apply

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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.

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Order Date	is		~	(18-Mar-20	5) 6																				
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6.10 Click on Apply

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	<u>694614</u>	1	1	05-Feb-2024 13:59:02	Goods	Description	Hidden Lake 1.5	08-Mar-2024 00:00:0	08-Mar- 2024 00:00:00	Meter	10	Neceived P	1	10.00	Requires Acknowledgment	Accachiments	Change	Change ~	Approvar	anip bate	Number	Date
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	<u>694614</u>	3	1	05-Feb-2024 13:59:02	Goods		Hidden Lake 1.5	08-Mar-2024 00:00:0	08-Mar- 2024 00:00:00	Meter	30		1	30.00	Requires Acknowledgment		Change	Change 🗸	1			
	694614	4	1	05-Feb-2024 13:59:02	Goods		Hidden Lake 1.5	08-Mar-2024 00:00:0	08-Mar- 2024 00:00:00	Meter	40		1	40.00	Requires Acknowledgment		Change	Change 🗸]			
	<u>694614</u>	5	1	05-Feb-2024 13:59:02	Goods		Hidden Lake 1.5	08-Mar-2024 00:00:0	16-Feb- 2024 00:00:00	Meter	50		1	50.00	Requires Acknowledgment		Change	Change 🗸]			
	<u>694614</u>	6	1	05-Feb-2024 13:59:02	Goods		Hidden Lake 1.5	08-Mar-2024 00:00:0	23-Feb- 2024 00:00:00	Meter	60		1	60.00	Requires Acknowledgment		Change	Change 🗸]			
	<u>694614</u>	7	1	05-Feb-2024 13:59:02	Goods		Hidden Lake 1.5	08-Mar-2024 00:00:0	08-Mar- 2024 00:00:00	Meter	70		1	70.00	Requires Acknowledgment		Change	Change 🗸]			
	<u>694614</u>	8	1	05-Feb-2024 13:59:02	Goods		Hidden Lake 1.5	08-Mar-2024 00:00:0	08-Mar- 2024 00:00:00	Meter	80		1	80.00	Requires Acknowledgment		Change	Change 🗸]			
	694614	9	1	05-Feb-2024 13:59:02	Goods		Hidden Lake 1.5	08-Mar-2024 00:00:0	08-Mar- 2024 00:00:00	Meter	90		1	90.00	Requires Acknowledgment		Change	Change 🗸]			
	694614	10	1	05-Feb-2024 13:59:02	Goods		Hidden Lake 1.5	08-Mar-2024 00:00:0	08-Mar- 2024 00:00:00	Meter	10		1	10.00	Requires Acknowledgment		Change	Change 🗸]			
Selec	Shipm	ents:	Apply D	efault Values																		
																				Cancel	Apply	Export

6.11 The change request will be submitted for approval.

(i) 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.

-	
L	Change Multiple Purchase Orders
	Lines Shipments
ľ	
L	Personalize Stack Layout: (ChangeLineContainer)
L	Advanced Search
L	
L	Descending "Advanced Center"
L	Personalize Advanced Search: (inesAdvSrch)
L	
L	Show table data when an conditions are met.
L	O Show table data when any condition is met.
L	PO Number is v 694617
	Order Date is 🗸
L	(example: 25-Jan-2024)
	Buyer is 🗸
	Item is 🗸
	Go Clear Add Another Buyer V Add



iSupplier – Supplier Responsibilities

6.13 Click on Select All

Personalize "PC	Lines"						
Select Lines:	Apply Default Va	lues					
Select All Se	lect None						
PO Select Numb	er Line Buyer	Order Date 💌	Type Item/Job Description	UOM Qty Currency	Price Amount Supplier Item	Supplier Config Status Global Agreement ID	Attachments Reason
69461	1	05-Feb-2024 14:18:36	Goods	Meter 10 USD	1 10.00	Open	
☑ 694617	2	05-Feb-2024 14:18:36	Goods	Meter 20 USD	1 20.00	Open	
Sec. 694617	3	05-Feb-2024 14:18:36	Goods	Meter 30 USD	1 30.00	Open	
Sept617	4	05-Feb-2024 14:18:36	Goods	Meter 40 USD	1 40.00	Open	
694617	10	05-Feb-2024 14:18:36	Goods	Meter 10 USD	1 10.00	Open	
694617	6	05-Feb-2024 14:18:36	Goods	Meter 60 USD	1 60.00	Open	
694617	7	05-Feb-2024 14:18:36	Goods	Meter 70 USD	1 70.00	Open	
694617	8	05-Feb-2024 14:18:36	Goods	Meter 80 USD	1 80.00	Open	
694617	9	05-Feb-2024 14:18:36	Goods	Meter 90 USD	1 90.00	Open	
694617	5	05-Feb-2024 14:18:36	Goods	Meter 50 USD	1 50.00	Open	
Select Lines:	Apply Default Va	lues					

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

	Advanced Searc	:h										
www.www.www.www.www.www.www.www.www.ww	Personalize "Adva Personalize Advar Show table da Oshow table da PO Number Order Date	nced Search" iced Search: (Lines ita when all conditi ita when any cond is is is	AdvSrch) ons are met. tion is met. 694617 (example: 25-Jan-202] =								
Image: Stand and and and and and and and and and	Buyer	is 🗸		Q								
Los Loss Loss * 1 Prov cn soph deals vaues to selected ross	Item	is v										
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2				Price Supplier Item	3				(Reason Price change		
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Victor Order Date Yes Ran/Lab Description Proceeding Proceeding Statute effecting St	Select All Select	None									Supplier Config	
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0 5432 7 05-62-2024 (1418-16) Code 1 Code	694617	6	05-Feb-2024 14:18:36	Goods			Meter	60 USD	1 60.00] Open		
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099832 5 05 Feb-2024 141:8:36 Gods Meter 50 USD 30.00 Open elect times Apply Default Values	<u>694617</u>	9	05-Feb-2024 14:18:36	Goods			Meter	90 USD	1 90.00] Open		
ielect Lines [Apply Default Values]	694617	5	05-Feb-2024 14:18:36	Goods			Meter	50 USD	1 50.00	Open		
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6.15 **Price** will be updated to all the selected lines

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- 0	erault valu	65												-
eπ	P You can a	pply default value	s to selected rows	Price Supplier Item	3					Reason	Price change			
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Selec	t Lines: A	pply Default Val	lues											
Select	Al Select	None										Suppliar Co	unfin	
Selec	Number	Line Buyer	Order Date 🔻	Type Item/Job Descripti	ion		UOM	Qty Currency	Price A	mount Supplier	Item Status G	lobal Agreement ID	Attachments Reason	1
	<u>694617</u>	1	05-Feb-2024 14:18:36	Goods.			Meter	10 USD	3	10.00	Open		Price change	
	694617	2	05-Feb-2024 14:18:36	Goods .			Meter	20 USD	3	20.00	Open		Price change	
	<u>694617</u>	3	05-Feb-2024 14:18:36	Goods .			Meter	30 USD	3	30.00	Open		Price change	
	<u>694617</u>	4	05-Feb-2024 14:18:36	Goods.			Meter	40 USD	3	40.00	Open		Price change	
	<u>694617</u>	10	05-Feb-2024 14:18:36	Goods.			Meter	10 USD	3	10.00	Open		Price change	
	694617	6	05-Feb-2024 14:18:36	Goods .			Meter	60 USD	3	60.00	Open		Price change	
	<u>694617</u>	7	05-Feb-2024 14:18:36	Goods .			Meter	70 USD	3	70.00	Open		Price change	
	<u>694617</u>	8	05-Feb-2024 14:18:36	Goods .			Meter	80 USD	3	80.00	Open		Price change	
	<u>694617</u>	9	05-Feb-2024 14:18:36	Goods.			Meter	90 USD	3	90.00	Open		Price change	
	<u>694617</u>	5	05-Feb-2024 14:18:36	Goods .			Meter	50 USD	3	50.00	Open		Price change	
Selec	t Lines: 🗛	pply Default Val	lues											
													Cancel Apply Expo	rt



6.16 Click on Apply

Perso	onalize "PO Lir	nes"											
Sele	ect Lines: A	opply Default	Values										
Sele	ct All Select	None											
Sele	ect Number	Line Buyer	Order Date 🔻	Type Item/Job Description		UOM	Qty Currency	Price Amou	nt Supplier Iter	Status Global Ag	reement ID	Attachments	Reason
	<u>694617</u>	1	05-Feb-2024 14:18:36	Goods		Meter	10 USD	3 10.0	10	Open			Price change
	<u>694617</u>	2	05-Feb-2024 14:18:36	Goods		Meter	20 USD	3 20.0	10	Open			Price change
	<u>694617</u>	3	05-Feb-2024 14:18:36	Goods		Meter	30 USD	3 30.0	10	Open			Price change
	694617	4	05-Feb-2024 14:18:36	Goods		Meter	40 USD	3 40.0	10	Open			Price change
	694617	10	05-Feb-2024 14:18:36	Goods		Meter	10 USD	3 10.0	10	Open			Price change
	<u>694617</u>	6	05-Feb-2024 14:18:36	Goods		Meter	60 USD	3 60.0	10	Open			Price change
	<u>694617</u>	7	05-Feb-2024 14:18:36	Goods		Meter	70 USD	3 70.0	10	Open			Price change
	<u>694617</u>	8	05-Feb-2024 14:18:36	Goods		Meter	80 USD	3 80.0	10	Open			Price change
	<u>694617</u>	9	05-Feb-2024 14:18:36	Goods		Meter	90 USD	3 90.0	10	Open			Price change
	<u>694617</u>	5	05-Feb-2024 14:18:36	Goods		Meter	50 USD	3 50.0	10 [Open			Price change
Sele	ect Lines: A	Apply Default	Values										
												Cancel App	Export

6.17 Mass update of **Price** changes will be submitted for Buyer 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.

Views							
View All Purchase Orders V Go						Adv	ranced Search
Select Order: Acknowledge Request Cancellation Request Changes View Change History						③ Previous 1-25	• <u>Next 25</u> >>
Select PO Number Rev Operating Unit Document Type Description	Order Date	Buyer	Currency	Amoun	Status	Acknowledge By	Attachments
§ 581126 9 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 00:00:00	

- **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 Standar	rd Purchase Order 681176,1 Hours		8 2
•	Oracle R12 Workflow - AFLPRD - EESR12_AFLPRD.J@afglobal.com- to me +		@ 620PM (0 minutes ago) 👷	€ I
	Time Zone (GMT -04:00) Eastern Time			
	For Te Ser 6/12-04-2023 18:19:00 III/62724466			
	Souther (2) Addem(2)	R	Order Dote@122-0et-2022 17:09+ගේව Stop To Addotsa@Agt, Telecommunications, LLGR 10 Hodden Lake Confel වැඩ Domens, - 2023ණ	
	Change Requests			
	Line Shipment Item Supplier Item Description		Unit Quantity Price Promised Date Need-By Date Ship-To Location Response Re	ason Split
	1 1 .		Meter 100 1 27-Oct-2023 18:09:24 New 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.

Home	Orders		
Purcha	se Orders	View Purchase Orders to Acknowledge 🗸 G	ìo

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

Select Order: Acknowledge Request Cancellation Request Change						uest Changes	View Change History	
Select PO Number Rev Operating Unit Document Type Description						Description		
681176 AFL TELE MFG Standard PO Standard PO# Creation Through Invo							reation Through Invoicing(AFL	. Responsible for Freight)
l								

- **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.

PO Details					
Show All Details Hide All Details					
Details Line Type Item/Job Supplier Item Description	UOM	Qty Prio	e Amount Status	Attachments	Reason
Bilds 1 Goods	Meter	100	1 100.00 Open		
Shipments					
Qty Amount		_			
Shipment Ship-To Location Ordered Received Invoiced Ordered Received Invoiced Promised Date Need-By Date Payment Status Status Supplier Line Split Reason Attachments Vendor Approval A	cknowledged Ship	Date 51	hipment Tracking Num	ber Actual S	hip Date
1 Hidden Lake 1.5 100 100.00 27-Oct-2023 18:09:24 27-Oct-2023 00:00:00 Accepted Yes 22	5-Oct-2023				
		_			

- 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.

Create Advance Shipment Notice							
Advanced Brench							
Advanced Search	-						
To search, please enter at least one search criteria.							Views
Specify parameters and values to filter the data that is displayed in your results set.							
Show table data when all conditions are met.							
Show table data when any condition is met							
PO Number is v 681176							
(accessed)							
Ship-To Location is v j							
Supplier Site is V							
Item is 🗸							
Go Clear Add Another Item V Add							
Select PO Shipments Add to Shipment Notice							
Select All Select None							
PO Supplier Select Number Line Shipment Item Description	Due Date 🗢	Quantity Ordered	Quantity Shipped	Quantity Ship-To Received UOM Location	Organization Name	Ship-To Organization	Currency Supplier Site
C 581176 1 1 1	27-Oct-2023 18:09:24	100	0	0 Meter Hidden Lake 1.5	AFL TELE MFG	Cable Manufacturing	USD 1 2

- 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.

Shipment Header Shipment Lines Shipment Line Defaults									
Driver Shopmert Line Defaults and clok Default to Al Lines to copy to all shopmert lines. * Country of Cogn ************************************	Container Number Truck Namber Comments								
Shipments in Advance Shipment Notice									
Observation Index AID Details PO Suggestion Details Fitumeter Lines Subgestion gridners Fitumeter Term Description		Due Date 27-Oct-2023 18:09:24	Quantity Ordered	Quantity Received	UOM Meter	.	Quantity hip-To Shipped cation 100 den Lake 1.	Add Attachments Ф	Split Remove
Return to Shipments: Shipment Notices							Cancel Add Ship	nents Preview	Submit

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).

Create Advance Shipment Notice	
	Cancel Add Shinments Preview Submit
Shipment Header Shipment Lines	
Shipment Line Defaults	
Enter Shipment Line Defaults and click Default to All Lines to copy to all shipment lines.	
Dacking Sig	~
Packing sip	
* Country Of Origin United States	or
**If country of ongin is not the same for all line shipping. Hease expand the details at line sevel and input correct country for Comment	
Bar Code Label	
Default to All Lines	
Shipments in Advance Shipment Notice	
Show All Details Hide All Details	
PO Supplier	Quantity Quantity Quantity Ship-To Add
Decais rumber Line supment tem Literi Description	Die Date Ordered Geceived Orn Simple Goation Attachments Split Remove
Packing Slip Container Number	Country of Origin United States
Bar Code Label Truck Number	Connect
Return to Shinments: Shinment Notices	Concel Add Shipmonts Devices Submit
	Cancei Add Sinpinents Preview Subjint



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

Shipments in Adv	vance Shipment Notice											
Show All Details H	Hide All Details											
PO Details Number	Supplier Line Shipment Item	Item Description		Due Date	Quantity Ordered	Quantity Received	иом		Quantity Shipped Ship-To Location	Add Attachments	Split Rer	move
- Hide 680932-9	1 1			11-Oct-2023 16:44:5	42	0	Meter	<u> </u>	2 Duncan - HQ Ridgeview	43	03 1	Û.
Packing Slip			ontainer Number				Country of Origin	United States	, Q			
Bar Code Label			Truck Number				Comments					
	1 1			- 12-Oct-2023 14:48:2	27	0	Meter	_ Q	7 Hidden Lake 1.5	40		Î
Packing Slip			ontainer Number				Country of Origin	China	s Q			
Bar Code Label			Truck Number				Comments					
-Hide 681122	1 2			· 13-Oct-2023 12:23:3	0 2	0	Meter		2 Hidden Lake 1.5	43	88 1	1
Packing Slip		۰	ontainer Number				Country of Origin	China	, a			
Bar Code Label			Truck Number				Comments					
Return to Shipments	s: Shipment Notices								Cance Add Shipme	ents Preview	r Sub	mit

- **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.

Create Advance Shipment Notice	Cancel Add Shinmante	Proview Submi
Shipment Header Shipment Lines	cance Add Shipments	FICTION DUDIN
Skipment Information		
* Indicates required field * Stepment Number ASU, Standard, <u>EE</u> * Stepment Date <u>12-001-2023 10:00-98</u> * Depected Receipt Date <u>25-001-2023 10:00-28</u> * Date: Stepment Date cannot be later than today Example: 20-001-2023 10:00-91 Kote: Stepment Date cannot be later than today		
Freight Information		
* Waykil/Arbil Number (NoteStater Carrier + Tacking number) [09_450]_Standad_D2E Net Weight Bill of Lange [095_450]_Standard_B2 Comments		
Raturn to Stitements Stitement Notices	Cance! Add Shipments	Preview Submi

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

Shinmant Hearler Shinmant Lines	
Shimet line Defaults	
Vingunian Line Denotes	
Enter Shipment Line Defaults and click Default to All Lines to copy to all shipment lines.	
Packing Slip Container Number	
* Country Of Origin United States	
**21 country of origin is not the same for all line shipping. Please expand the details at line level and input correct country for Comments	i
exchine	
bar Coue Label	
Default to All Lines	
Chimmente in Advance Schimment Motion	
July inclusion and Automatic Subject in Automatic	
day of parts 1 who of parts	
200W RAL LESSEN TABLE RAL LESSEN	Quantity Quantity Quantity Shin-To Add
Details Number Line Shipment Item Item Description	Due Date Ordered Received UOM Shipped Location Attachments plit Remove
Hide 681176 1 1	27-Oct-2023 18:09:24 100 0 Meter Q 100 Hidden Lake 1.5 (2n 🛶 20 😭
Vacong sip Concareer Number	Country of Origin United States all
Bar Code Label Truck Number	Comments
Return to Shipments: Shipment Notices	Cancel Add Shipments Preview Submit



- 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.

Attachment Summary Information	
Tele Bil of Ladarg Decryption Bil of Ladarg Category From Supplier	
Define Attachment	
Trps @ [ris Choose File Bit_Of_Ladding docx U org	
Ga	Add Another Apply

• 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.



• **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.

Home Orders Shipments Finance Product Admin Assessments Delivery Schedules Shipment Notices Shipment Schedules Receipts Receipts Overdue Receipts On-Time Performance Quality Delivery Schedules Schedules Schedules Receipts Receipts Receipts Overdue Receipts On-Time Performance Quality								
Delivery Schedules Shipment Notices Shipment Schedules Receipts Returns Overdue Receipts On-Time Performance Quality Delivery Schedules	Home	Orders	Shipments	Finance	Product	Admin	Assessments	
Delivery Schedules	Deliver	y Schedu	les Shipme	nt Notices	Shipmen	t Schedules	s Receipts	Returns Overdue Receipts On-Time Performance Quality

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

View Receipts			
Simple Search			
			~
Receipt Number		Organization 🔄	Q
PO Number	681176		0
		Item Number J	×
Release Number	(champic Files I)	Cumplior Itom	Q
Release Number		Suppler tell	
	(example : 1234-2)	Item Description	
Shipment Number			
Chipped Date			
Shipped Date			
	(example: 27-Sep-2023)		
	Go Clear		



8.4. Receipts will be displayed.

View Receipts	5											
												Export
Simple Sear	rch											
												Advanced Search
Rec	ceipt Number				Organization	Q						
	PO Number 681176				Item Number	Q						
	(example : 1234)				Constitue Theory							
Rele	ease Number (example : 1234-2)				Supplier Item	`						
Shipn	nent Number				Item Description							
	Shinned Date											
-	(example: 27-Sep-20)	(3)										
	Go	Clear										
Receipt 🔻	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
89237	12-Oct-2023 18:40:00	Cable Manufacturing	ASN Standrad E2E	12-Oct-2023 18:36:41	UPS_ASN_Standrad_PS		UPS_ASN_Standrad_E2E	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 Shipmen	nts Finance Product	Admin Asses	sments								
View Invoices View Page	rments										
View Invoices											
Simple Search											
Invoice Number					Par	ment Status	7				
PO Number					Invoice 4	mount From	То				
r o Humber	(example : 1234)				Amou	nt Due From	To	_			
Release Number					Tanada	Data From					
	(example : 1234-2)				Invoid	e Date From					
Payment Number					Du	e Date From	То (
Invoice Status	×					(example: 23-Aug-)	:023)				
	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							Pavn	ient Status	~		
PO Number	691176						Invoice Am	ount From	То		
PONUMBER	(example : 1234)						Amount	Duo From			
Release Number	[Anoun				
	(example : 1234-2)						Invoice	Date From	10		
Payment Number							Due	Date From	То		
Invoice Status	¥							(example: 27-Sep	-2023)		
	Go Clea	ar									
Invoice	Invoice Date	Туре	Currency	Amount	Due Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment
No search conducted.											

9.4. Invoices will be displayed as shown below.

View Invoices View Payments		
View Invoices		
		Export
Simple Search		
		Advanced Search
Invoice Number	Payment Status	
PO Number 681176	Invoice Amount From To	
(example : 1234) Palapea Number	Amount Due From	
(example : 1234-2)	Invoice Date From	
Payment Number	Due Date From To	
Invoice Status	(example: 27-Sep-2023)	
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 Discount Date Available Discount Attachments
DEMO INVOICE USER 12-Oct-2023 Standard USD 100.00 In-Process	Not Paid 10-10N-2024 00:00:00	681176