

## 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

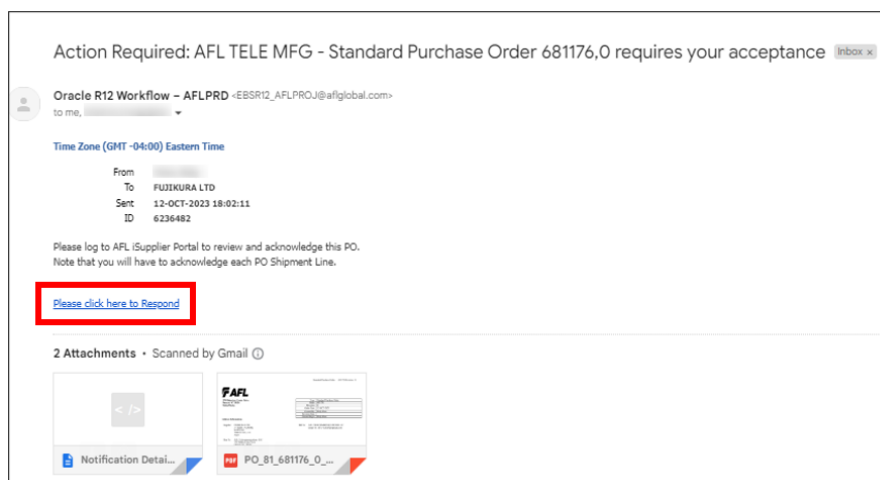
- 4.1 This procedure provides steps and screenshots to Acknowledge a Standard Purchase Order by Supplier and populate Promise Date and Acknowledge Ship Date by Supplier.

### 5. Requirements

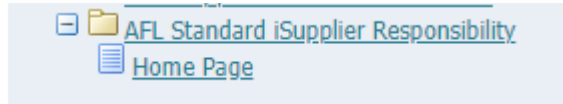
- 5.1 Users must have necessary Oracle responsibilities and security assigned to them to complete the following steps.

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

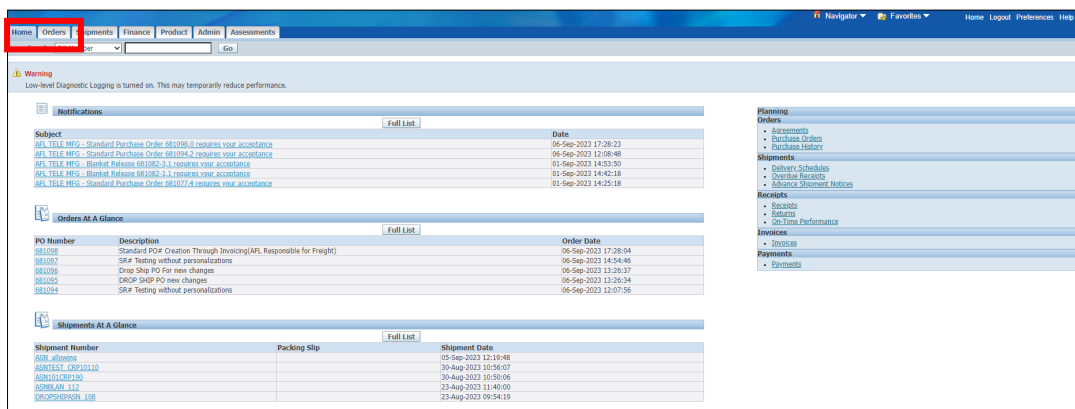
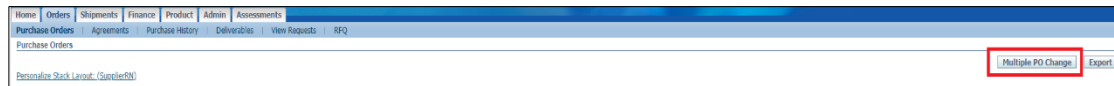
- 6.1 Supplier will Receive an email from Buyer saying there is a Standard Purchase Order that requires acknowledgement.
  - Supplier will receive an email with Action Required in the subject line. There will be a link in the message to **Please click here to Respond**. Click the link to go to the iSupplier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



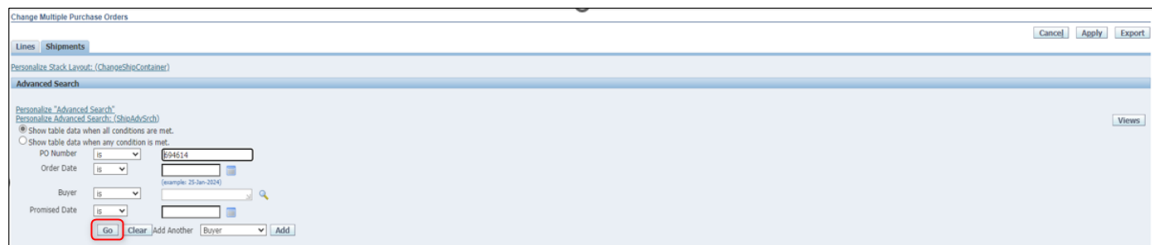
- 6.2 Once logged in, navigate to the **AFL Standard iSupplier Responsibility**.
- 6.3 Double click the **Home Page** function.



- 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.



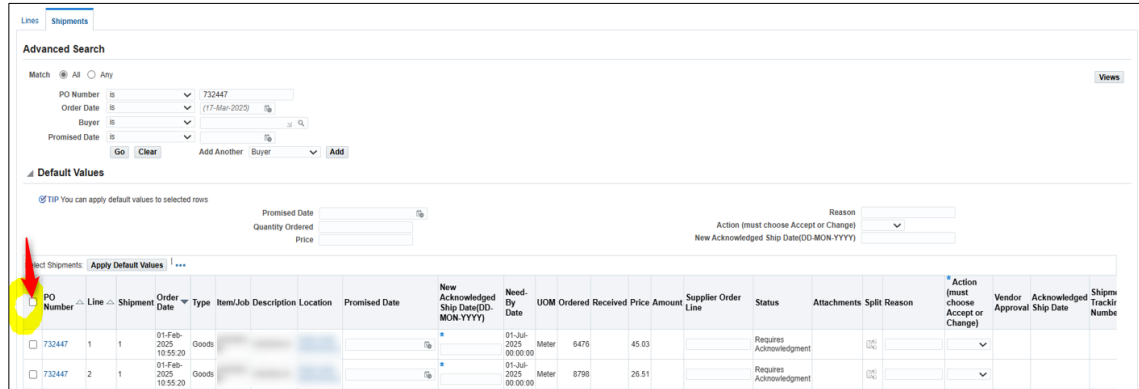
- 6.5 Complete the fields as required and click the **Go** button to display the PO Details.



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

PO Number is 732447  
Order Date is (17-Mar-2025)  
Buyer is  
Promised Date is

Go Clear Add Another Buyer Add

**Default Values**

☒ TIP You can apply default values to selected rows

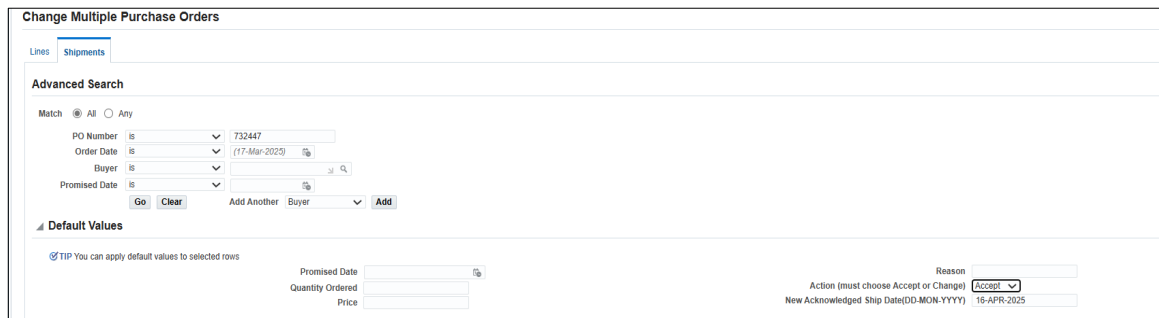
Promised Date  
Quantity Ordered  
Price

Reason  
Action (must choose Accept or Change)  
New Acknowledged Ship Date(DD-MON-YYYY)

Select Shipments	Apply Default Values	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 Tracking Number
<input type="checkbox"/>		732447	1	1	01-Feb-2025 10:55:20	Goods					01-Jul-2025 00:00:00	Meter	5475	45.03				Requires Acknowledgment						
<input type="checkbox"/>		732447	2	1	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.



**Change Multiple Purchase Orders**

**Advanced Search**

Match: ☒ All ☐ Any

PO Number is 732447  
Order Date is (17-Mar-2025)  
Buyer is  
Promised Date is

Go Clear Add Another Buyer Add

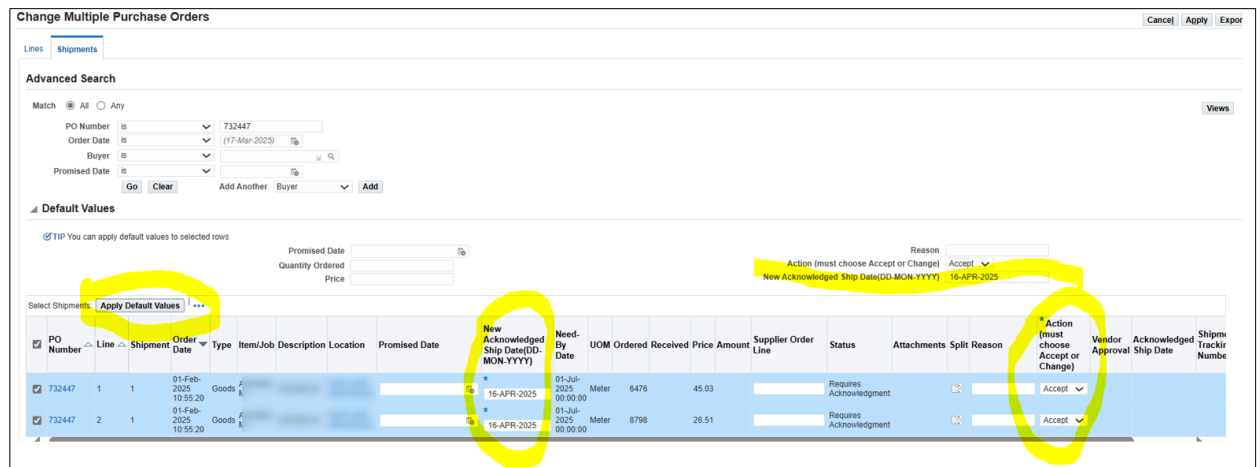
**Default Values**

☒ TIP You can apply default values to selected rows

Promised Date  
Quantity Ordered  
Price

Reason  
Action (must choose Accept or Change) **Accept**  
New Acknowledged Ship Date(DD-MON-YYYY) 16-APR-2025

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



**Change Multiple Purchase Orders**

**Advanced Search**

Match: ☒ All ☐ Any

PO Number is 732447  
Order Date is (17-Mar-2025)  
Buyer is  
Promised Date is

Go Clear Add Another Buyer Add

**Default Values**

☒ TIP You can apply default values to selected rows

Promised Date  
Quantity Ordered  
Price

Reason  
Action (must choose Accept or Change) **Accept**  
New Acknowledged Ship Date(DD-MON-YYYY) 16-APR-2025

Select Shipments	Apply Default Values	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 Tracking Number
<input checked="" type="checkbox"/>		732447	1	1	01-Feb-2025 10:55:20	Goods				16-APR-2025	01-Jul-2025 00:00:00	Meter	5475	45.03				Requires Acknowledgment			<b>Accept</b>			
<input checked="" type="checkbox"/>		732447	2	1	01-Feb-2025 10:55:20	Goods				16-APR-2025	01-Jul-2025 00:00:00	Meter	8798	26.51				Requires Acknowledgment			<b>Accept</b>			

Click on **Apply**



Orders: Purchase Orders >

Change Multiple Purchase Orders

Cancel Apply Export

Lines Shipments

Advanced Search

Match ☒ All ☐ Any

PO Number is 732447

Order Date is (17-Mar-2025)

Buyer is

Promised Date is

Go Clear Add Another Buyer Add

Default Values

☒ TIP You can apply default values to selected rows

Promised Date

Quantity Ordered

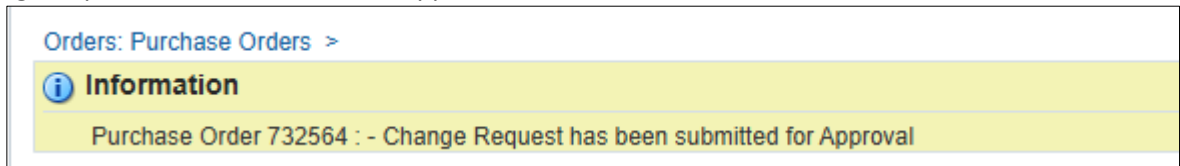
Price

Reason

Action (must choose Accept or Change) Accept

New Acknowledged Ship Date(DD-MON-YYYY) 15-APR-2025

The change request will be submitted for approval.



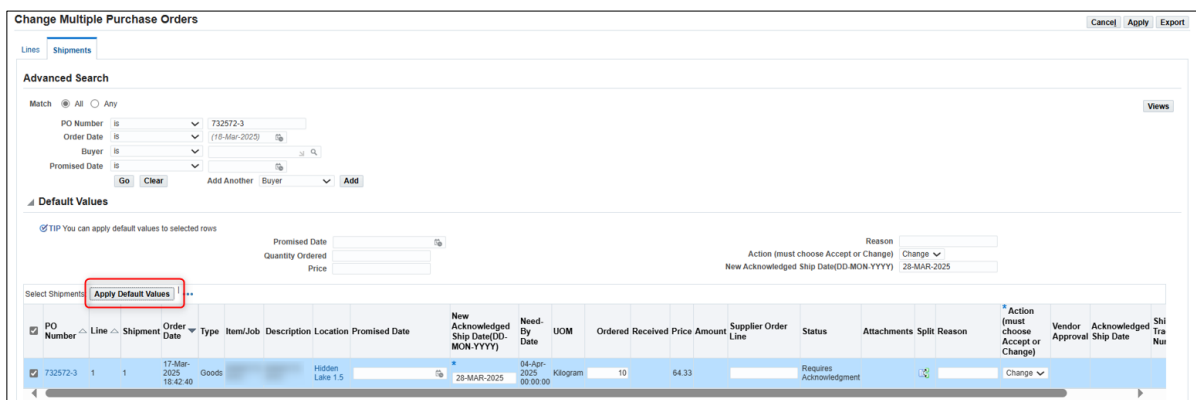
Orders: Purchase Orders >

**Information**

Purchase Order 732564 : - Change Request has been 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.



Change Multiple Purchase Orders

Cancel Apply Export

Lines Shipments

Advanced Search

Match ☒ All ☐ Any

PO Number is 732572-3

Order Date is (18-Mar-2025)

Buyer is

Promised Date is

Go Clear Add Another Buyer Add

Default Values

☒ TIP You can apply default values to selected rows

Promised Date

Quantity Ordered

Price

Reason

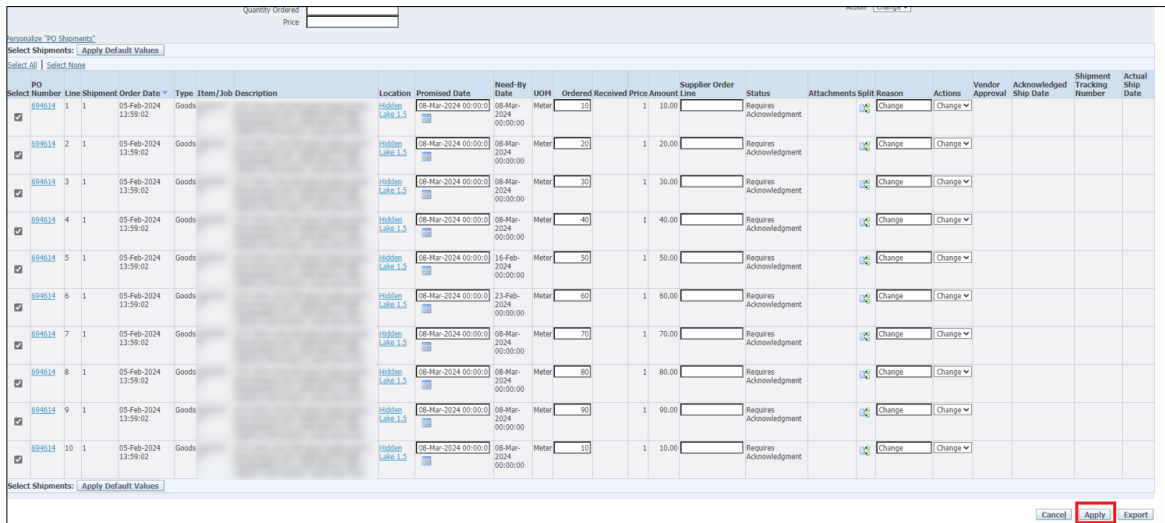
Action (must choose Accept or Change) Change

New Acknowledged Ship Date(DD-MON-YYYY) 28-MAR-2025

Select Shipments **Apply Default Values**

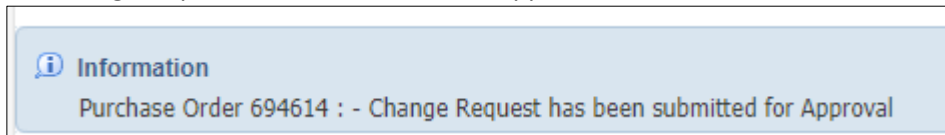
PO Number	Line	Shipment	Order Date	Type	Item/Job	Description	Location	Promised Date	New Acknowledged Ship Date(DD-MON-YYYY)	Need-By Date	UOM	Ordered	Received	Price	Amount	Supplier Order Line	Status	Attachments	Split Reason	Action (must choose Accept or Change)	Vendor Approval	Acknowledged Ship Date	Shi Tra Nu
732572-3	1	1	17-Mar-2025 10:42:40	Goods		Hidden Lake 1.5			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	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	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	10		1	10.00		Requires Acknowledgment		Change	Change				
694614	2	05-Feb-2024 13:59:02	Goods		hidden	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	20		1	20.00		Requires Acknowledgment		Change	Change				
694614	3	05-Feb-2024 13:59:02	Goods		hidden	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	30		1	30.00		Requires Acknowledgment		Change	Change				
694614	4	05-Feb-2024 13:59:02	Goods		hidden	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	40		1	40.00		Requires Acknowledgment		Change	Change				
694614	5	05-Feb-2024 13:59:02	Goods		hidden	08-Mar-2024 00:00:00	16-Feb-2024 00:00:00	Meter	50		1	50.00		Requires Acknowledgment		Change	Change				
694614	6	05-Feb-2024 13:59:02	Goods		hidden	08-Mar-2024 00:00:00	23-Feb-2024 00:00:00	Meter	60		1	60.00		Requires Acknowledgment		Change	Change				
694614	7	05-Feb-2024 13:59:02	Goods		hidden	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	70		1	70.00		Requires Acknowledgment		Change	Change				
694614	8	05-Feb-2024 13:59:02	Goods		hidden	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	80		1	80.00		Requires Acknowledgment		Change	Change				
694614	9	05-Feb-2024 13:59:02	Goods		hidden	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	90		1	90.00		Requires Acknowledgment		Change	Change				
694614	10	05-Feb-2024 13:59:02	Goods		hidden	08-Mar-2024 00:00:00	08-Mar-2024 00:00:00	Meter	10		1	10.00		Requires Acknowledgment		Change	Change				

## 6.11 The change request will be submitted for approval.

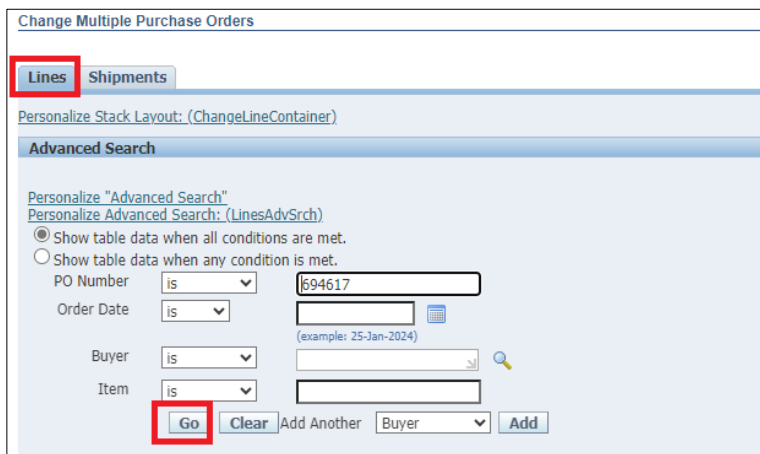


**Information**  
Purchase Order 694614 : - Change Request has been submitted for Approval

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)

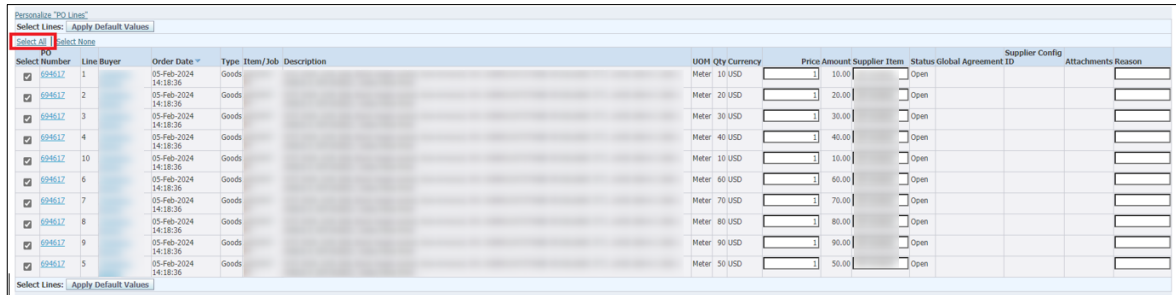
☒ Show table data when all conditions are met.  
☐ Show table data when any condition is met.

PO Number is   
Order Date is   
(example: 25-Jan-2024)

Buyer is   
Item is

**Go** Clear Add Another Buyer Add

### 6.13 Click on **Select All**



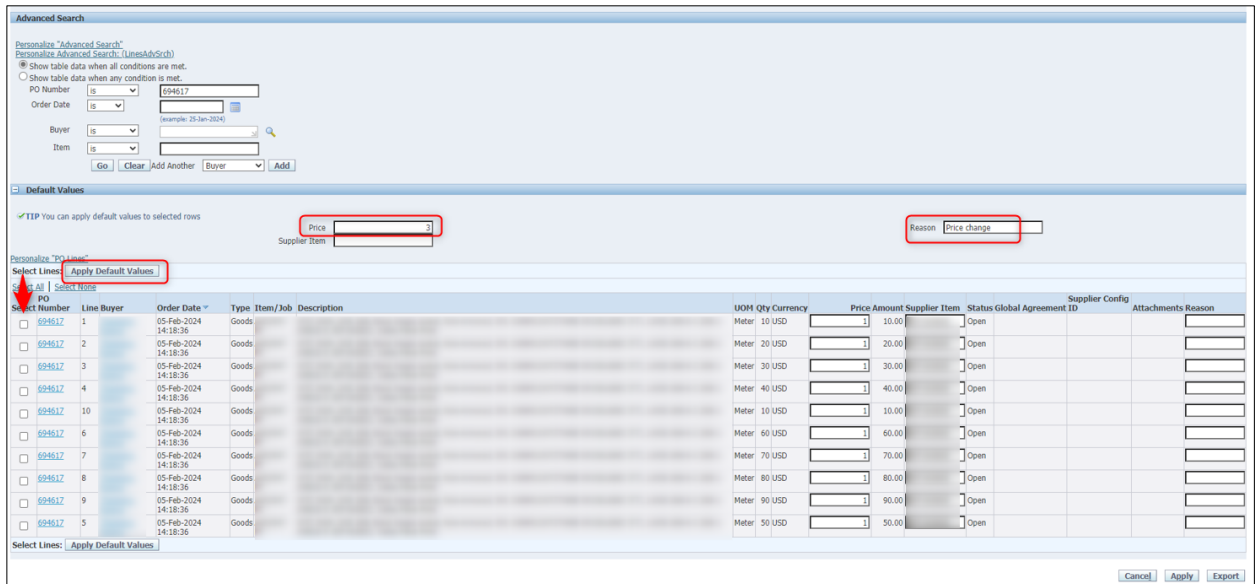
Personalize "PO Lines"

Select Lines: **Select All** | Apply Default Values

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"/>	694617	1	05-Feb-2024	Goods		Meter	10	USD	10.00			Open				
<input checked="" type="checkbox"/>	694617	2	05-Feb-2024	Goods		Meter	20	USD	20.00			Open				
<input checked="" type="checkbox"/>	694617	3	05-Feb-2024	Goods		Meter	30	USD	30.00			Open				
<input checked="" type="checkbox"/>	694617	4	05-Feb-2024	Goods		Meter	40	USD	40.00			Open				
<input checked="" type="checkbox"/>	694617	10	05-Feb-2024	Goods		Meter	10	USD	10.00			Open				
<input checked="" type="checkbox"/>	694617	6	05-Feb-2024	Goods		Meter	60	USD	60.00			Open				
<input checked="" type="checkbox"/>	694617	7	05-Feb-2024	Goods		Meter	70	USD	70.00			Open				
<input checked="" type="checkbox"/>	694617	8	05-Feb-2024	Goods		Meter	80	USD	80.00			Open				
<input checked="" type="checkbox"/>	694617	9	05-Feb-2024	Goods		Meter	90	USD	90.00			Open				
<input checked="" type="checkbox"/>	694617	5	05-Feb-2024	Goods		Meter	50	USD	50.00			Open				

Select Lines: **Select All** | 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: (LinesAdvSrch)

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:  Reason:

Supplier Item:

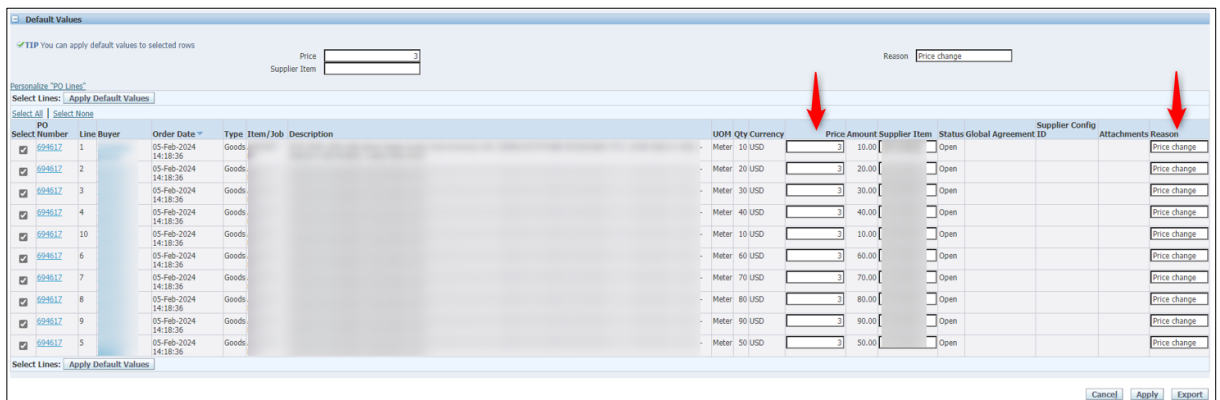
Personalize "PO Lines"

Select Lines: **Apply Default Values**

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"/>	694617	1	05-Feb-2024	Goods		Meter	10	USD	10.00			Open				
<input type="checkbox"/>	694617	2	05-Feb-2024	Goods		Meter	20	USD	20.00			Open				
<input type="checkbox"/>	694617	3	05-Feb-2024	Goods		Meter	30	USD	30.00			Open				
<input type="checkbox"/>	694617	4	05-Feb-2024	Goods		Meter	40	USD	40.00			Open				
<input type="checkbox"/>	694617	10	05-Feb-2024	Goods		Meter	10	USD	10.00			Open				
<input type="checkbox"/>	694617	6	05-Feb-2024	Goods		Meter	60	USD	60.00			Open				
<input type="checkbox"/>	694617	7	05-Feb-2024	Goods		Meter	70	USD	70.00			Open				
<input type="checkbox"/>	694617	8	05-Feb-2024	Goods		Meter	80	USD	80.00			Open				
<input type="checkbox"/>	694617	9	05-Feb-2024	Goods		Meter	90	USD	90.00			Open				
<input type="checkbox"/>	694617	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:  Reason:

Supplier Item:

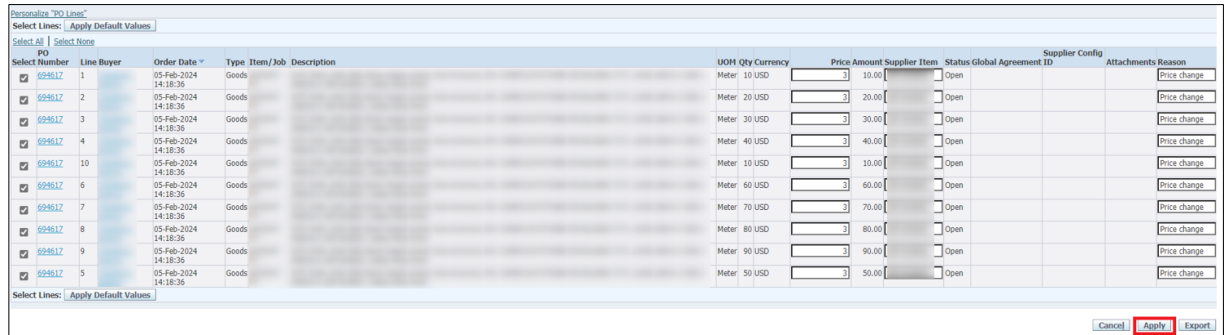
Personalize "PO Lines"

Select Lines: **Apply Default Values**

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"/>	694617	1	05-Feb-2024	Goods		Meter	10	USD	10.00			Open				Price change
<input checked="" type="checkbox"/>	694617	2	05-Feb-2024	Goods		Meter	20	USD	20.00			Open				Price change
<input checked="" type="checkbox"/>	694617	3	05-Feb-2024	Goods		Meter	30	USD	30.00			Open				Price change
<input checked="" type="checkbox"/>	694617	4	05-Feb-2024	Goods		Meter	40	USD	40.00			Open				Price change
<input checked="" type="checkbox"/>	694617	10	05-Feb-2024	Goods		Meter	10	USD	10.00			Open				Price change
<input checked="" type="checkbox"/>	694617	6	05-Feb-2024	Goods		Meter	60	USD	60.00			Open				Price change
<input checked="" type="checkbox"/>	694617	7	05-Feb-2024	Goods		Meter	70	USD	70.00			Open				Price change
<input checked="" type="checkbox"/>	694617	8	05-Feb-2024	Goods		Meter	80	USD	80.00			Open				Price change
<input checked="" type="checkbox"/>	694617	9	05-Feb-2024	Goods		Meter	90	USD	90.00			Open				Price change
<input checked="" type="checkbox"/>	694617	5	05-Feb-2024	Goods		Meter	50	USD	50.00			Open				Price change

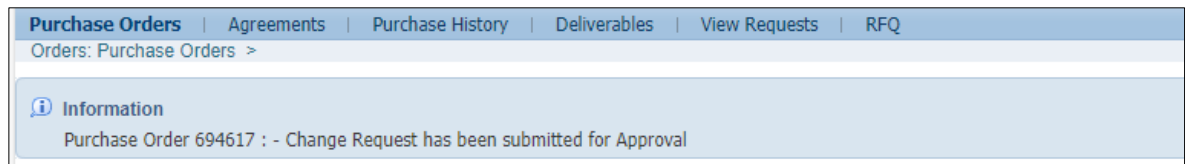
Select Lines: **Apply Default Values**

## 6.16 Click on Apply



Select	PO Number	Line Buyer	Order Date	Type	Item/Job	Description	UOH	Qty	Currency	Price	Amount	Supplier Item	Status	Global Agreement ID	Supplier Config	Attachments	Reason
<input checked="" type="checkbox"/>	694617	1	05-Feb-2024 14:18:36	Goods			Meter	10	USD	10.00			Open				Price change
<input checked="" type="checkbox"/>	694617	2	05-Feb-2024 14:18:36	Goods			Meter	20	USD	20.00			Open				Price change
<input checked="" type="checkbox"/>	694617	3	05-Feb-2024 14:18:36	Goods			Meter	30	USD	30.00			Open				Price change
<input checked="" type="checkbox"/>	694617	4	05-Feb-2024 14:18:36	Goods			Meter	40	USD	40.00			Open				Price change
<input checked="" type="checkbox"/>	694617	10	05-Feb-2024 14:18:36	Goods			Meter	10	USD	10.00			Open				Price change
<input checked="" type="checkbox"/>	694617	6	05-Feb-2024 14:18:36	Goods			Meter	60	USD	60.00			Open				Price change
<input checked="" type="checkbox"/>	694617	7	05-Feb-2024 14:18:36	Goods			Meter	70	USD	70.00			Open				Price change
<input checked="" type="checkbox"/>	694617	8	05-Feb-2024 14:18:36	Goods			Meter	80	USD	80.00			Open				Price change
<input checked="" type="checkbox"/>	694617	9	05-Feb-2024 14:18:36	Goods			Meter	90	USD	90.00			Open				Price change
<input checked="" type="checkbox"/>	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.



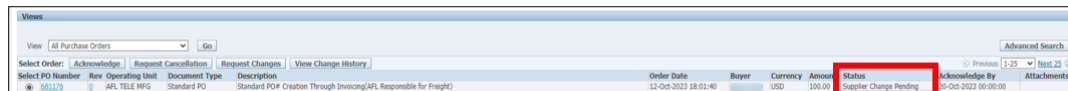
**Purchase Orders** | Agreements | Purchase History | Deliverables | View Requests | RFQ

Orders: Purchase Orders >

**Information**

Purchase Order 694617 : - Change Request has been submitted for Approval

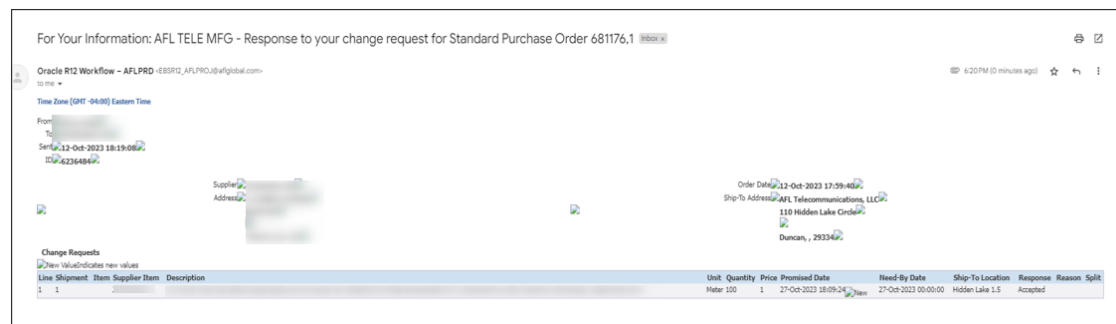
- Navigate to **Orders** tab and select **View All Purchase Orders**. The PO# will be in Status column with **Supplier Change Pending** notice – waiting for Buyer approval.



Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input checked="" type="checkbox"/>	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 - ESSR2\_AFLPRD@afglobal.com

Time Zone (GMT -04:00) Eastern Time

From: [Redacted]

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

To: [Redacted]

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

Ship-To Address: AFL Telecommunications, LLC

110 Hidden Lake Circle

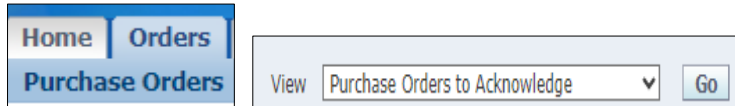
Duncan, 29334

**Change Requests**

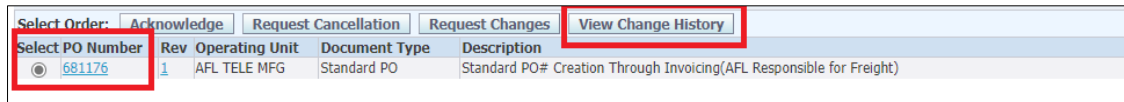
Line Shipment Item Supplier Item Description Unit Quantity Price Promised Date Head-By Date Ship-To Location Response Reason Split

1				Meter	100	1	27-Oct-2023 18:00:00	27-Oct-2023 00:00:00	Hidden Lake 1.5	Accepted	
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- 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 #.

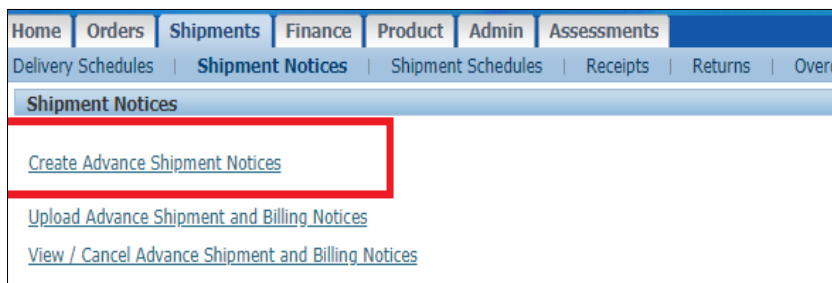


- **NOTE:** Buyer will receive an email from Supplier stating that the Purchase Order is accepted.
- Confirm the **Vendor Approval** and **Acknowledged Ship Date** fields are populated.

PO Details																				
<a href="#">Show All Details</a>   <a href="#">Hide All Details</a>																				
Details Line	Type	Item/Job	Supplier Item	Description	UOH	Qty	Price	Amount	Status	Attachments	Reason									
1	Job	1																		
Shipments																				
Shipment	Ship To Location	Ordered	Received	Invoced	Ordered	Amount	Invoced	Amount	Invoced	Invoced 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	Midson Lda 1.5	100			100.00					27-Oct-2023 18:09:24	27-Oct-2023 00:00:00	Accepted	Accepted				Yes	25-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**.

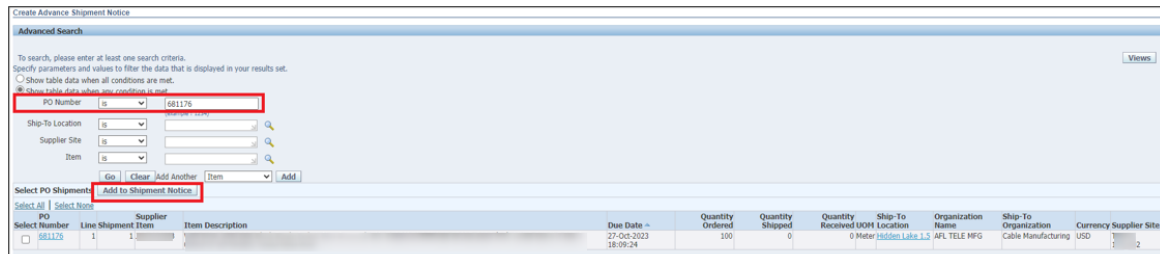


- 7.2. Click on **View, Shipments Due This Week**. Or click on **Advanced Search** to search for a particular PO #.



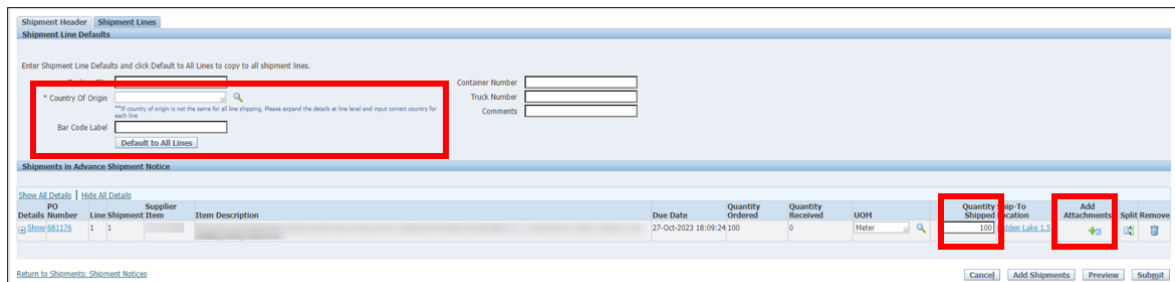


7.3. Select the PO Number and click on **Add to Shipment Notice** to create.

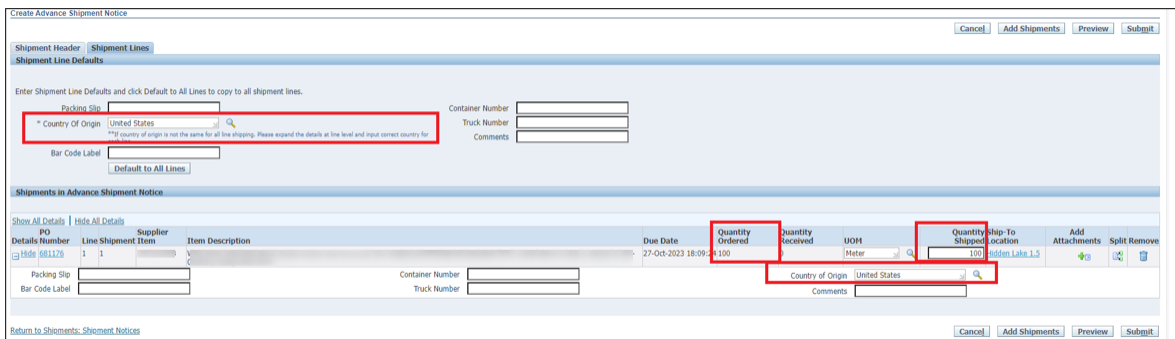


7.4. In the **Shipment Line Defaults** section, you can:

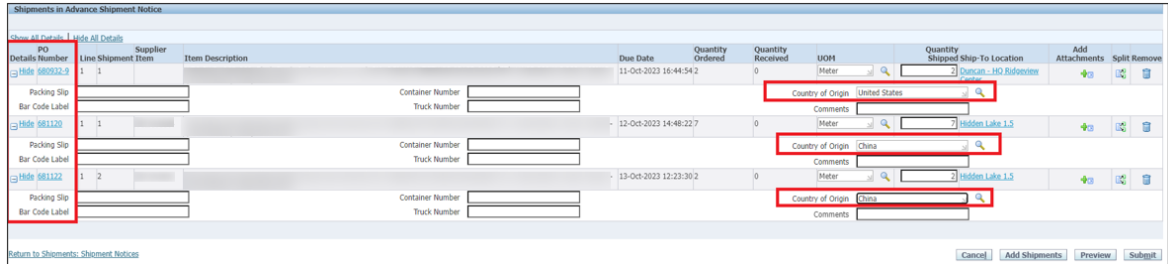
- Enter **Country of Origin** at Shipment Line level. Click the **Default to All Lines** button.
- If the Country of Origin is not the same for all line shipping, expand the **Details** section and enter manually for each line.
- Expand the **Shipments in Advance Shipment Notice** section and click on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



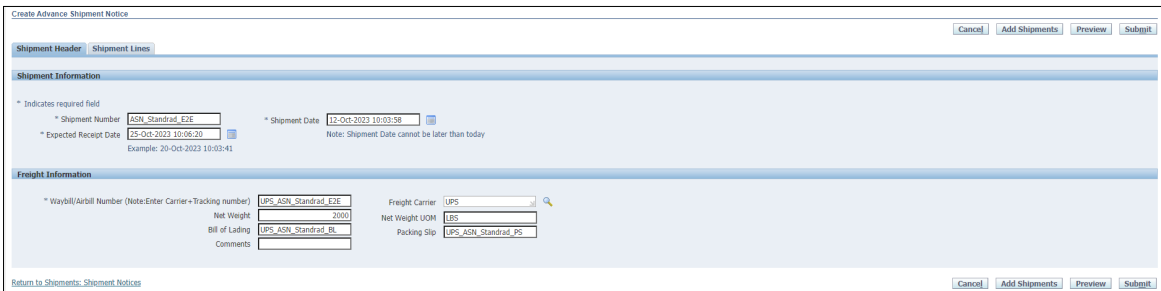
- 7.6. If **Country of Origin** is different for each shipment line, it needs to be entered for all shipment lines individually.



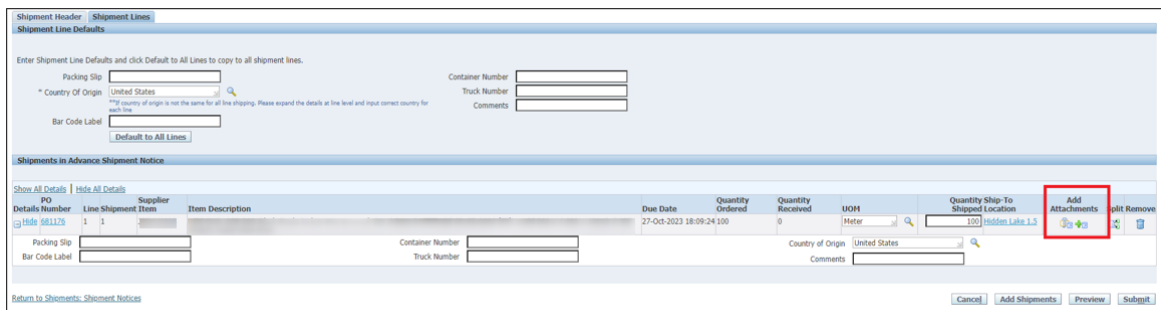
- **NOTE:** For **Full Quantity Shipment**, make sure the **Quantity Ordered** and **Quantity Shipped** is the same as the **Full Quantity ASN Shipment**.

- 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**.

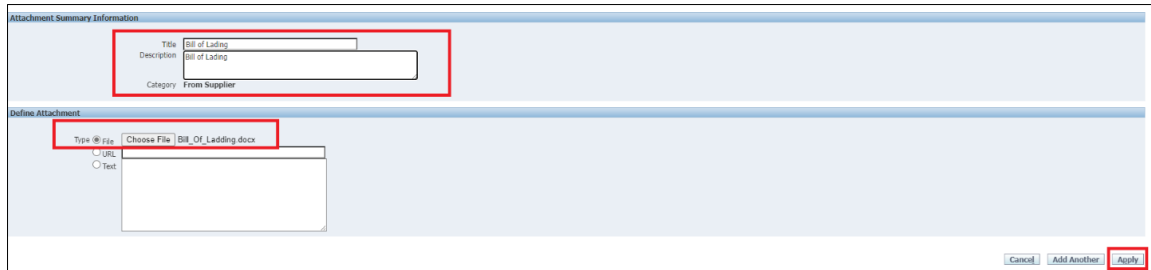
- All other fields are optional but including the information for these fields is helpful to AFL.



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

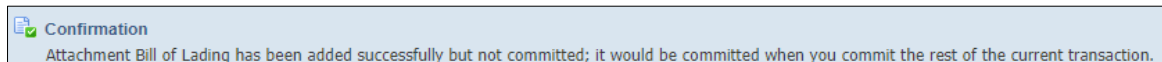


- Click on the **Attachment** icon and upload the documents.
- Enter Title, Description and click on the **Choose File** button to upload the document.
- Click the **Apply** button.



The image shows a web form with two sections. The top section, 'Attachment Summary Information', has fields for Title (filled with 'Bill of Lading'), Description (filled with 'Bill of Lading'), and Category (filled with 'From Supplier'). The bottom section, 'Define Attachment', has radio buttons for 'Type @ file' (selected) and 'Text', and a 'Choose File' button next to the text 'Bill\_of\_Lading.docx'. At the bottom right, there are buttons for 'Cancel', 'Add Another', and 'Apply' (highlighted with a red box).

- Documents are now uploaded but not yet submitted.



A confirmation message box with a green checkmark icon. The text reads: '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.

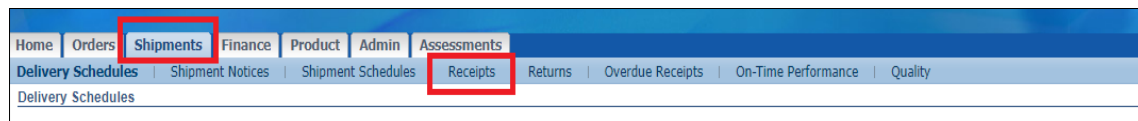


A confirmation message box with a blue header 'Advance Shipment Notice Confirmation'. The text reads: 'Your Advance Shipment Notice ASN\_Standrad\_E2E has been submitted.'

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

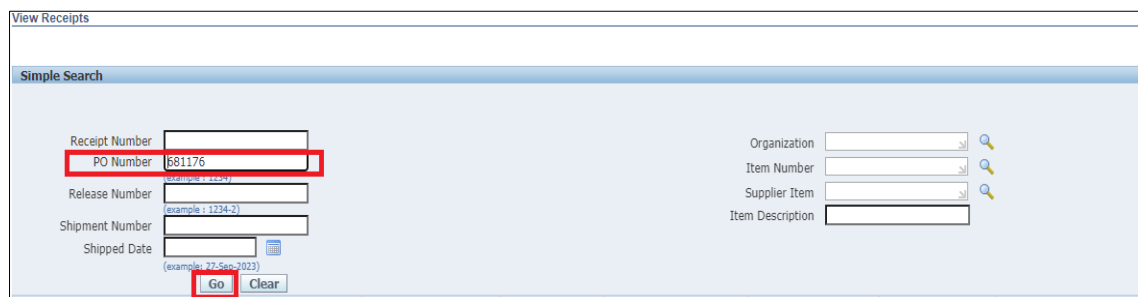
## 8. Validate Receipts Created by AFL Buyer in iSupplier

- 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 image shows the navigation tabs of the iSupplier Portal. The 'Shipments' tab is highlighted with a red box. Below it, the 'Receipts' link is also highlighted with a red box. Other tabs include Home, Orders, Finance, Product, Admin, Assessments, Returns, Overdue Receipts, On-Time Performance, and Quality.

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



The image shows the 'View Receipts' search form. It has a 'Simple Search' section with fields for Receipt Number, PO Number (filled with '681176'), Release Number, Shipment Number, and Shipped Date. There are also fields for Organization, Item Number, Supplier Item, and Item Description. At the bottom, there are 'Go' and 'Clear' buttons. The 'PO Number' field and the 'Go' button are highlighted with red boxes.



8.4. Receipts will be displayed.

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_EJE	12-Oct-2023 18:36:41	UPS_ASN_Standrad_PS		UPS_ASN_Standrad_EJE	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.

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
681176	12-Oct-2023	Standard	USD	100.00	In Progress		Not Paid			10-Nov-2024 00:00:00		681176	

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.)

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment
681176	12-Oct-2023	Standard	USD	100.00	In Progress		Not Paid			10-Nov-2024 00:00:00	

9.4. Invoices will be displayed as shown below.

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
681176	12-Oct-2023	Standard	USD	100.00	In Progress		Not Paid			10-Nov-2024 00:00:00		681176				