

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

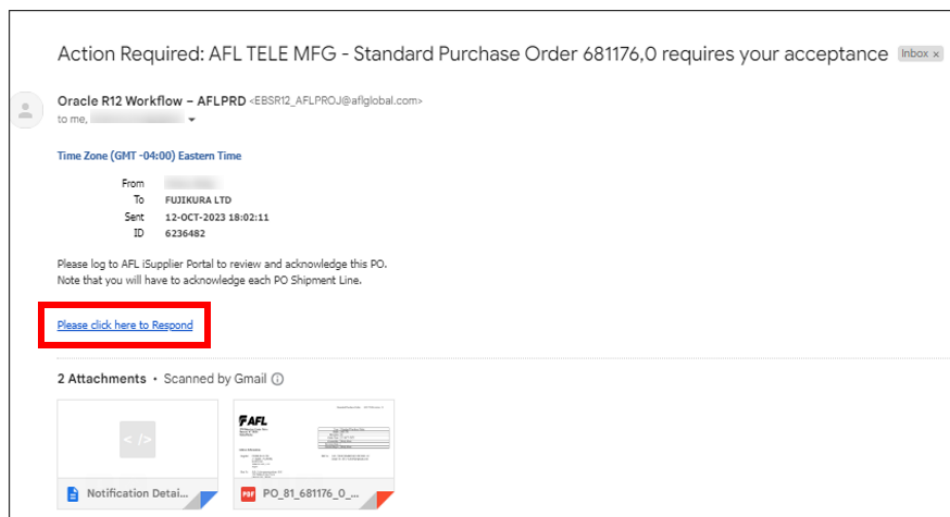
- 4.1 This procedure provides steps and screenshots to Acknowledge a Standard Purchase Order by Supplier and populate Promise Date and Acknowledge Ship Date by Supplier.

5. Requirements

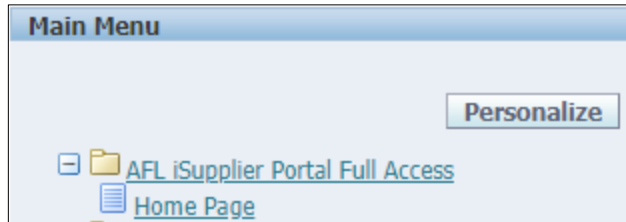
- 5.1 Users must have necessary Oracle responsibilities and security assigned to them to complete the following steps.

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.



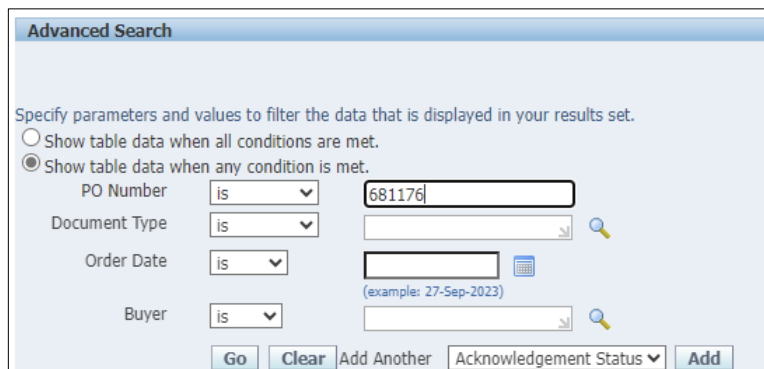
- 6.2 Once logged in, navigate to the **AFL iSupplier Portal Full Access** responsibility.
- 6.3 Double click the Home Page function.



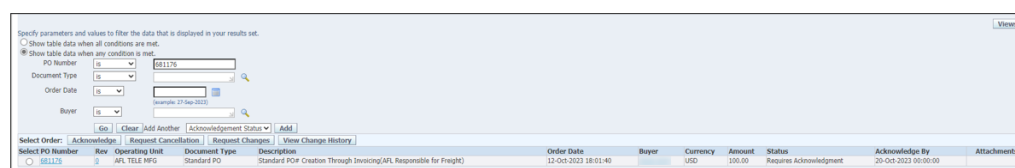
- 6.4 Click on the **Orders** tab and **View, Purchase Orders to Acknowledge** or click on **Advanced Search** to search for particular PO#.



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



- 6.6 Click on the PO number.



Select Order:	Acknowledge	Request Cancellation	Request Changes	View Change History	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
681108					12-Oct-2023 18:01:40		USD	100.00	Requires Acknowledgment	20-Oct-2023 00:00:00	

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

Standard Purchase Order: 681176, 0 (Total USD 100.00)
Currency=USD

Actions: Acknowledge Go Export

Order Information

General	Terms and Conditions	Summary
Total: 100.00 Supplier: [Redacted] Supplier Site: [Redacted] Address: [Redacted] Buyer: [Redacted] Order Date: 12-Oct-2023 18:01:40 Description: Standard PO# Creation Through Invoicing(AFL Responsible for Freight) Status: Requires Acknowledgment Note to Supplier: [Redacted] Operating Unit: AFL TELE HFG Sourcing Document: [Redacted] Supplier Order Number: [Redacted] Attachments: None	Payment Terms: [Redacted] Carrier: FCA Tokyo, JP Freight Terms: Prepaid Shipping Control: [Redacted] Ship-To Address: [Redacted] Address: AFL Telecommunications, LLC 110 Hidden Lake Circle Duncan, SC 29334 Bill-To Address: [Redacted] Address: AFL TELECOMMUNICATIONS LLC Email To: AFL-TeleAP@scpsc.com	Total: 100.00 Received: 0.00 Invoiced: 0.00 Payment Status: Not Paid

PO Details

Show All Details Hide All Details

Details Line	Type	Item / Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
1	Goods	[Redacted]	[Redacted]	[Redacted]	Meter	100	1	100.00	Open		

Return to Orders: Purchase Orders

Actions: Acknowledge Go Export

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

PO Details

✓ TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All Hide All

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

Shipments

Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Promised Date	New Acknowledged Ship Date	Lead-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments Split	Reason	Action	Vendor Approval	Acknowledged Ship Date	Shipment Tracking Number	Actual Ship Date
1 Hidden Lake 1.5	100	1		100.00			27-Oct-2023 00:00:00					Requires Acknowledgment							

6.9 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.

PO Details

✓ TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All Hide All

Details Line	Type	Item / Job	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
1	Goods	A002947-FT	[Redacted]	[Redacted]	Meter	100	1	100.00					Open				

Shipments

Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Promised Date	New Acknowledged Ship Date	Lead-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments Split	Reason	Action	Vendor Approval	Acknowledged Ship Date	Shipment Tracking Number	Actual Ship Date
1 Hidden Lake 1.5	100	1		100.00	17-Oct-2023 18:09:23	25-Oct-2023	27-Oct-2023 00:00:00					Requires Acknowledgment		Ship date popu	Change				

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 **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 **Promised Date** in the Purchase Order Acknowledgement.

AFL		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	
		<u>Instructions</u>	
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	
		<u>Instructions</u>	
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	
		<u>Instructions</u>	
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	
<div> North America Transit Time International Transit Time ASN Instructions Drop Ship Instructions AFL ROUTING GUIDE </div>			

6.10 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.

<p>Change Order Confirmation</p> <p>Change Request for Purchase Order 681176 has been submitted for approval.</p>
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- 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 [Go]									
Select Order: Acknowledge Request Cancellation Request Changes View Change History									
Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status
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
									Acknowledge By
									20-Oct-2023 00:00:00
Attachments									

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

6.11 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 -ESSRF2_AFLPROJ@aflglobal.com									
Time Zone (GMT -04:00) Eastern Time									
From: [Redacted]									
To: [Redacted]									
Sent: 12-Oct-2023 18:19:08									
Subject: [Redacted]									
Change Requests									
View ValueIndicates new values									
Line	Shipment	Item	Supplier Item	Description	Unit	Quantity	Price	Promised Date	Need-By Date
1					Meter	100		27-Oct-2023 18:09:24	27-Oct-2023 00:00:00
								Ship-To Location	Response Reason Split
								Hidden Lake 1.5	Accepted

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

Home Orders

Purchase Orders

View Purchase Orders to Acknowledge Go

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

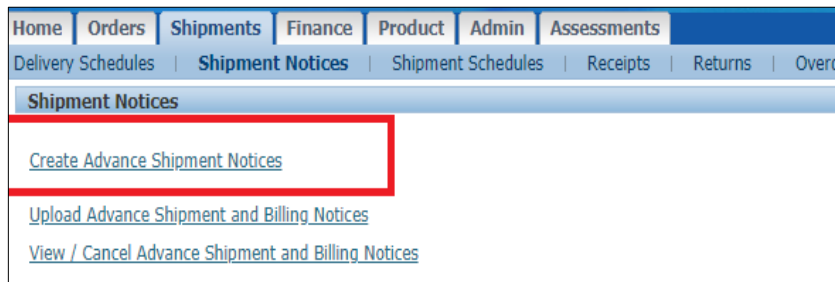
Select Order:	Acknowledge	Request Cancellation	Request Changes	View Change History
Select PO Number	Rev	Operating Unit	Document Type	Description
681176	1	AFL TELE MFG	Standard PO	Standard PO# Creation Through Invoicing(AFL Responsible for Freight)

- **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	Price	Amount	Status
1	Goods				Meter	100		100.00	Open
Shipments									
Shipment	Ship-To Location	Ordered Qty	Received Qty	Invoiced Qty	Ordered Amount	Invoiced Amount	Promised Date	Need-By Date	Payment Status
1	Hidden Lake 1.5	100			100.00		27-Oct-2023 18:09:24	27-Oct-2023 00:00:00	Accepted
Attachments									
Vendor Approval Acknowledged Ship Date									
25-Oct-2023									
Shipment Tracking Number Actual Ship Date									

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**.



Home | Orders | Shipments | Finance | Product | Admin | Assessments

Delivery Schedules | **Shipment Notices** | Shipment Schedules | Receipts | Returns | Overdue

Shipment Notices

[Create Advance Shipment Notices](#)

[Upload Advance Shipment and Billing Notices](#)

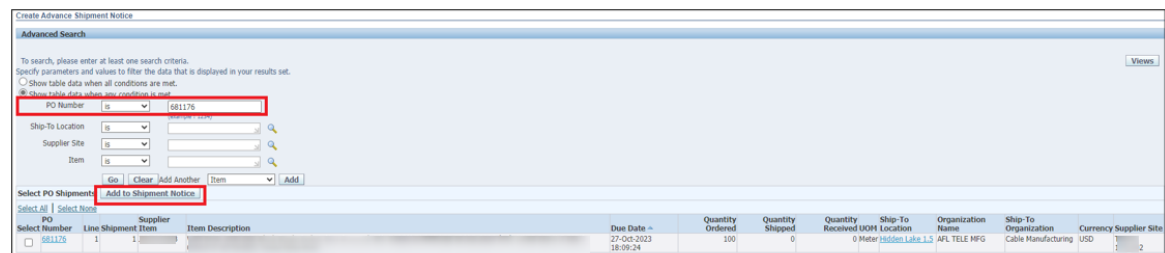
[View / Cancel Advance Shipment and Billing Notices](#)

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



View **Shipments Due This Week** **Advanced Search**

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



Create Advance Shipment Notice

Advanced Search

To search, please enter at least one search criteria.
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

Ship-To Location

Supplier Site

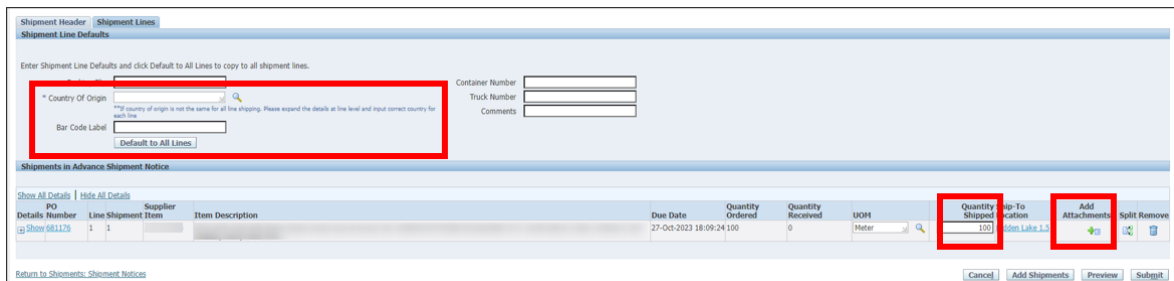
Item

Select PO Shipment:

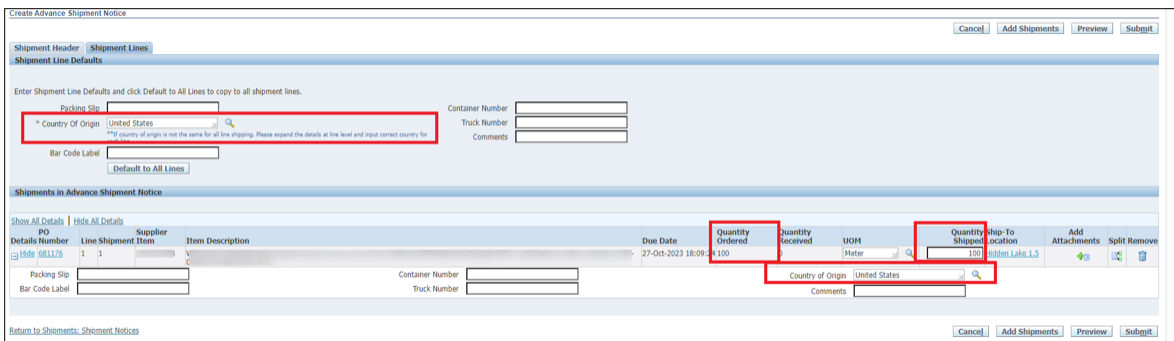
PO	Line	Shipment Item	Item Description	Due Date ~	Quantity Ordered	Quantity Shipped	Quantity Received	Ship-To Location	Organization Name	Ship-To Organization	Currency	Supplier Site
<input type="checkbox"/> 681126	1	1		27-Oct-2023 18:09:24	100	0	0	Meter Hidden Lake 1.5	AFL TELE MFG	Cable Manufacturing	USD	2

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

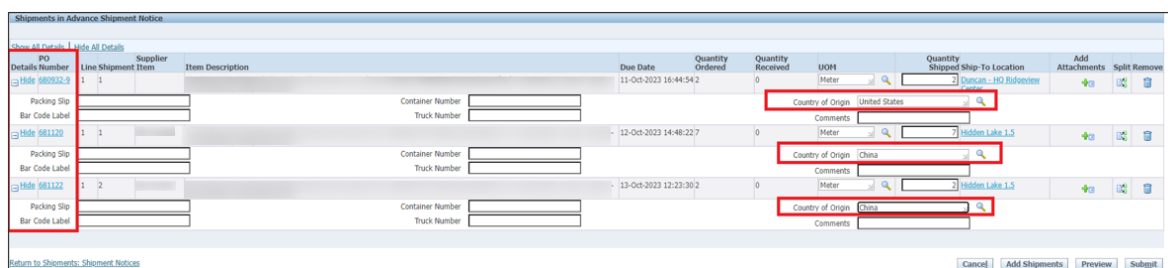
- Enter **Country of Origin** at Shipment Line level. Click the **Default to All Lines** button.
- If the Country of Origin is not the same for all line shipping, expand the **Details** section and enter manually for each line.
- Expand the **Shipments in Advance Shipment Notice** section and click on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



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**.



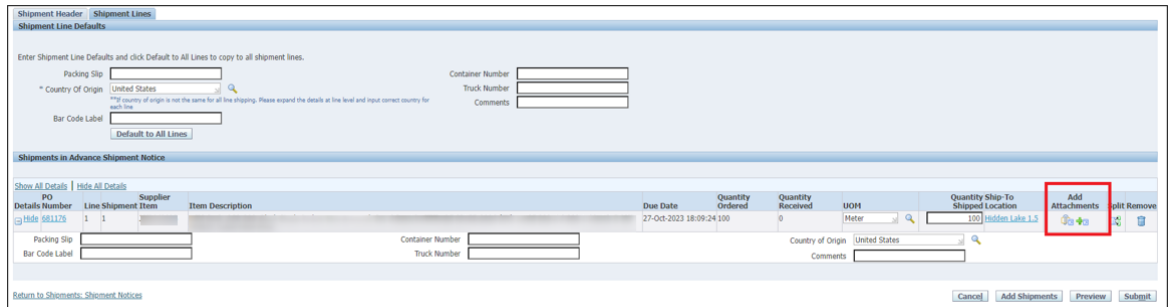
- 7.7. Navigate to the **Shipment Header** tab, enter the required fields marked with an asterisk (*) – **Shipment Number**, **Shipment Date** (which is always today's date), **Expected Receipt Date**, and **Waybill/Airbill Number**.
- All other fields are optional but including the information for these 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.

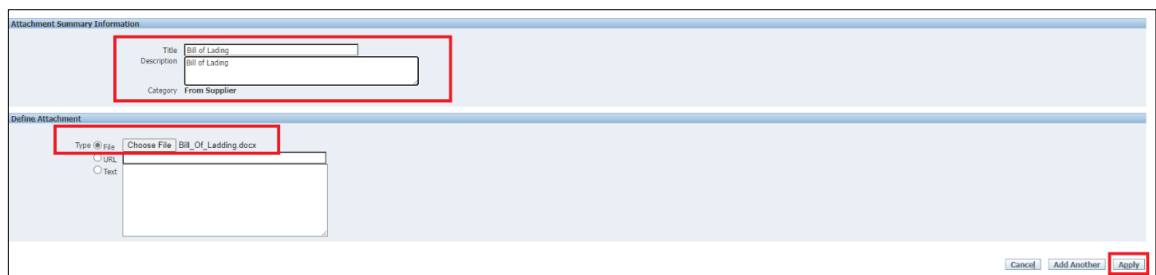
- Go to **North America Transit Time** tab if you are shipping from North America or to the **International Transit Time** tab for international shipments.
- Enter your **Projected Ship Date**.
- Then go to the **AFL destination City, State** section for the ship-from information. Enter the **Origin 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
<i>Enter Projected Ship Date here to populate promise date below. Use Date format MM/DD/YYYY ie. 03/25/2023</i>	
Instructions	
AFL Destination City, State	Duncan, SC
Origin State	LA
Ship Method	TL
Average Transit Days	2
Promise Date	12/4/2023
4) Enter date shown here as the promise date in supplier portal	
Instructions	
AFL Destination City, State	Laredo, TX
Origin State	CA
Ship Method	Parcel
Average Transit Days	4
Promise Date	12/6/2023
4) Enter date shown here as the promise date in supplier portal	
Instructions	
AFL Destination City, State	Kent, WA
Origin State	MA
Ship Method	LTL
Average Transit Days	9
Promise Date	12/13/2023
4) Enter date shown here as the promise date in supplier portal	

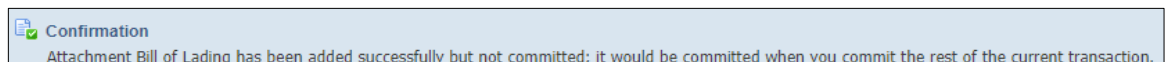
- 7.8. Navigate to **Shipment Lines** tab and add attachments if buyer or receiving team requires it



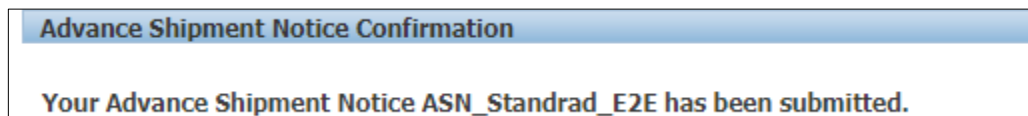
- Click on the **Attachment** icon and upload the documents.
- Enter Title, Description and click on the **Choose File** button to upload the document.
- Click the **Apply** button.



- Documents are now uploaded but not yet submitted.



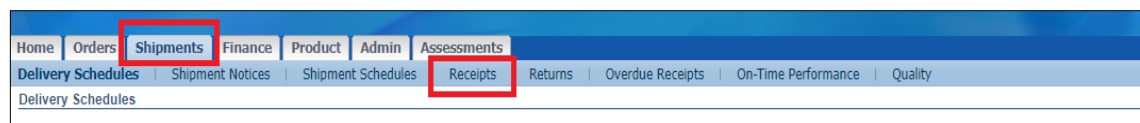
- 7.9. Click on the **Submit** button at the bottom of the page to submit the ASN.



- **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**.

View Receipts

Simple Search

Receipt Number

PO Number

Release Number

Shipment Number

Shipped Date

Go **Clear**

Organization

Item Number

Supplier Item

Item Description

8.4. Receipts will be displayed.

View Receipts Export Advanced Search

Simple Search

Receipt Number

PO Number

Release Number

Shipment Number

Shipped Date

Go **Clear**

Organization

Item Number

Supplier Item

Item Description

Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
89227	12-Oct-2023 18:40:00	Cable Manufacturing	ASN_Standard_E2E	12-Oct-2023 18:36:41	UPS ASN_Standard_PS		UPS ASN_Standard_E2E	UPS	UPS ASN_Standard_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

Go **Clear**

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

Go **Clear**

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
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

PO Number

Release Number

Payment Number

Invoice Status

Go

Clear

Payment Status

Invoice Amount From

Amount Due From

Invoice Date From

Due Date From

To

To

To

To

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-Process		Not Paid			10-Oct-2023 00:00:00		561176				