

iSupplier

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iSupplier

Orders

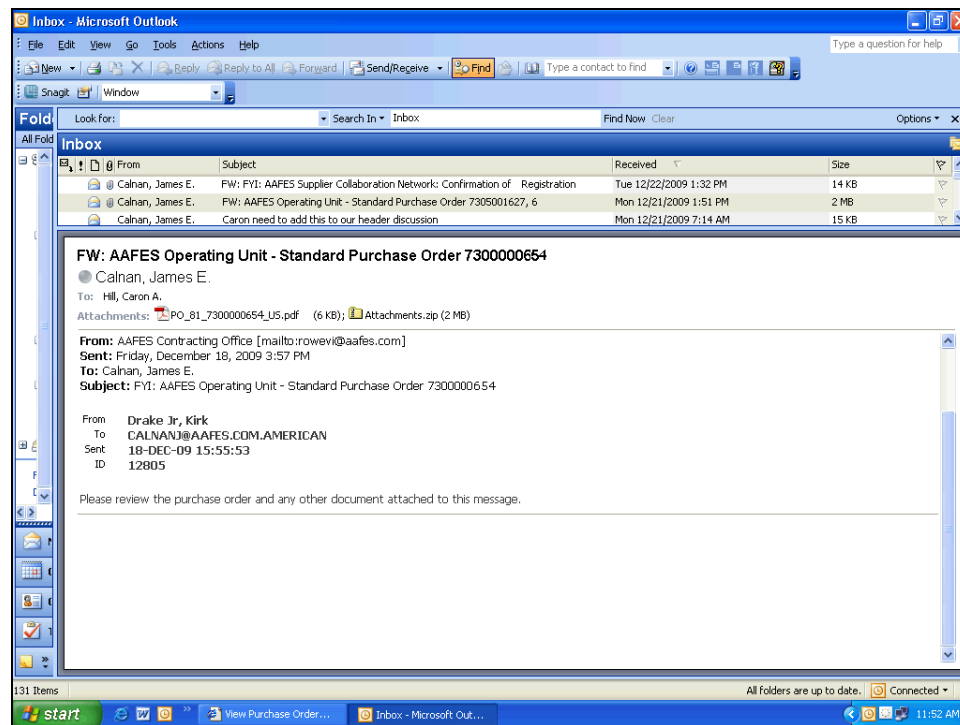
Reviewing Purchase Orders and Agreements

Procedure

The Supplier wants to review the Standard Purchase Orders and Agreements issued by AAFES.

Goals:

- Find Standard Purchase Orders (SPO)
- Review the SPO
- Find Blanket Purchase Agreements (BPA) and Contract Purchase Agreements (CPA)
- Understand how to review Agreements



Step	Action
1.	Press [Enter] .

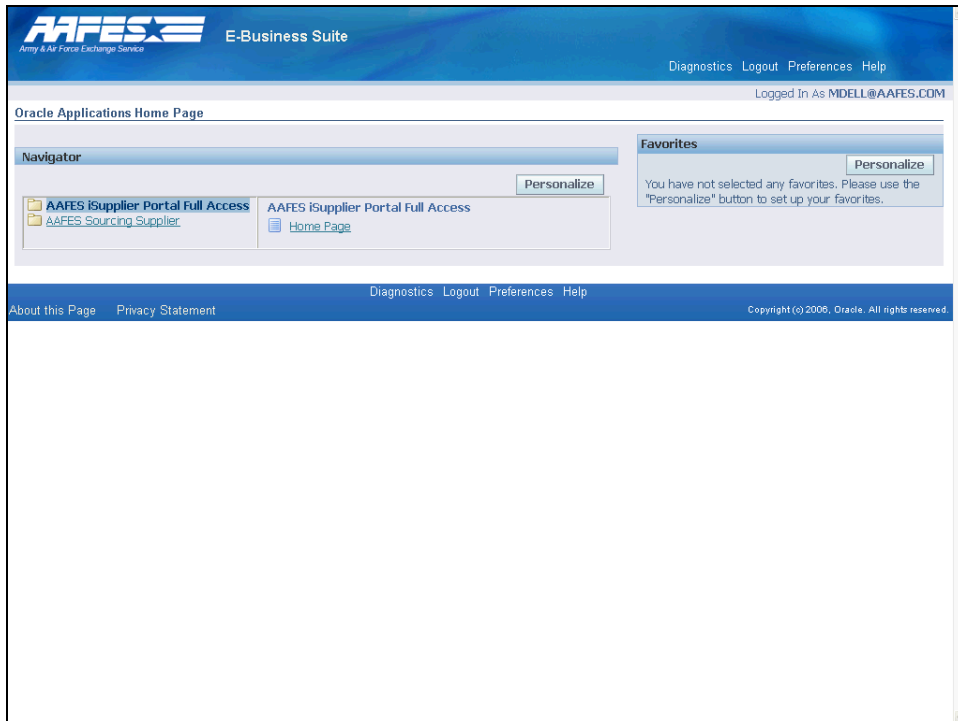


As new Purchasing Documents are issued, you will receive email notifications. Some of these notifications will have .pdf documents for you to view in Acrobat viewer (such as the one here) and others may just be FYI notifications with no action to take in iSupplier.

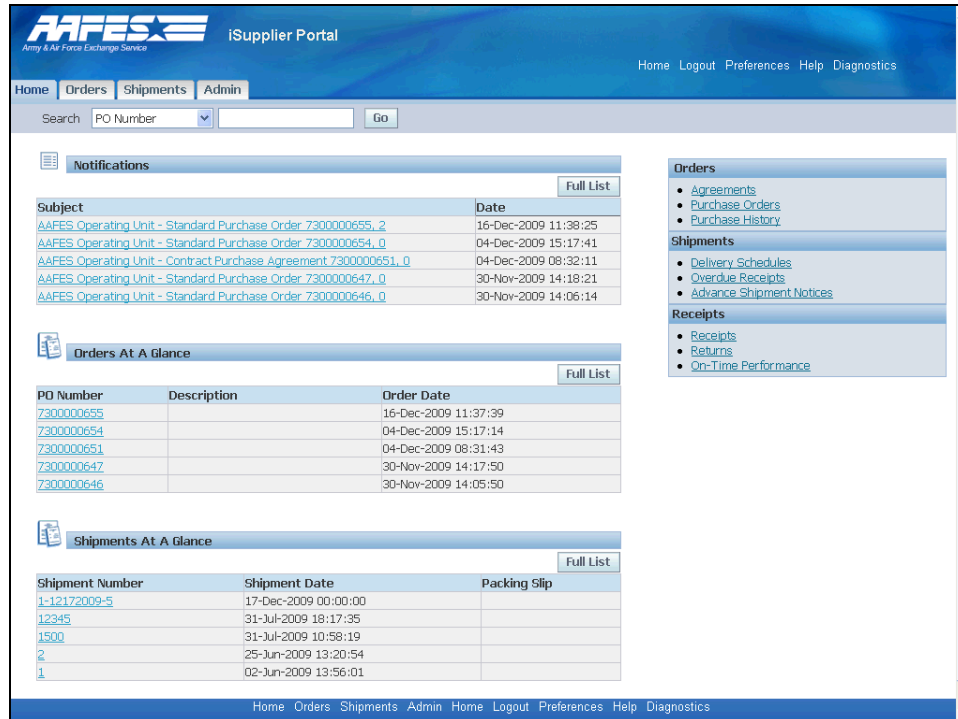
Regardless of the type of notification you receive, to further review Purchasing documents and take action on any document, you will need to login to iSupplier.

After you login to AAFES iSupplier, you will see the Home Page which will show you all notifications. These are the same notifications you can receive via email.

You will also see Orders and Shipments at a Glance.



Step	Action
2.	<p>Logon to the AAFES iSupplier system.</p> <p>Click the AAFES iSupplier Portal Full Access link.</p> <p>AAFES iSupplier Portal Full Access</p>



Notifications

Subject	Date
AAFES Operating Unit - Standard Purchase Order 7300000655_2	16-Dec-2009 11:38:25
AAFES Operating Unit - Standard Purchase Order 7300000654_0	04-Dec-2009 15:17:41
AAFES Operating Unit - Contract Purchase Agreement 7300000651_0	04-Dec-2009 08:32:11
AAFES Operating Unit - Standard Purchase Order 7300000647_0	30-Nov-2009 14:18:21
AAFES Operating Unit - Standard Purchase Order 7300000646_0	30-Nov-2009 14:05:14

Orders At A Glance

PO Number	Description	Order Date
7300000655		16-Dec-2009 11:37:39
7300000654		04-Dec-2009 15:17:14
7300000651		04-Dec-2009 08:31:43
7300000647		30-Nov-2009 14:17:50
7300000646		30-Nov-2009 14:05:50

Shipments At A Glance

Shipment Number	Shipment Date	Packing Slip
1-12172009-5	17-Dec-2009 00:00:00	
12345	31-Jul-2009 18:17:35	
1500	31-Jul-2009 10:58:19	
2	25-Jun-2009 13:20:54	
1	02-Jun-2009 13:56:01	

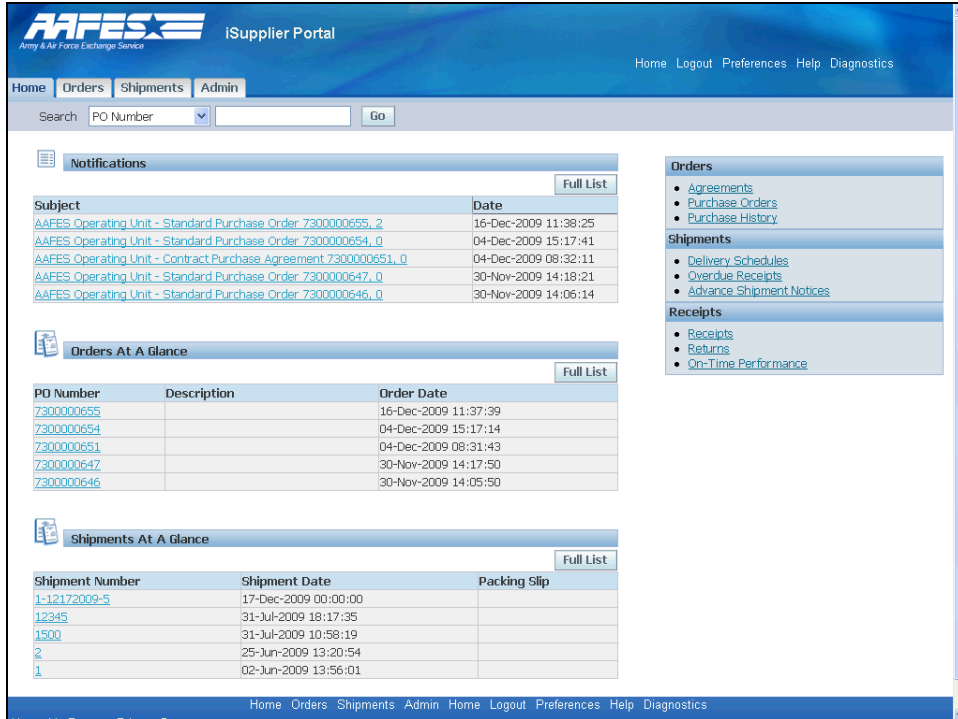
Step	Action
3.	Point to the Notifications tab.





Notifications

Notifications are messages waiting for your review. Some notifications are view-only, while other notifications require action. To view your notifications, click the linked subject to open the Notification Details page. This page provides complete notification details, as well as the appropriate action button.

If you select an action on the Notification Details page and click, you are returned to the Home page.

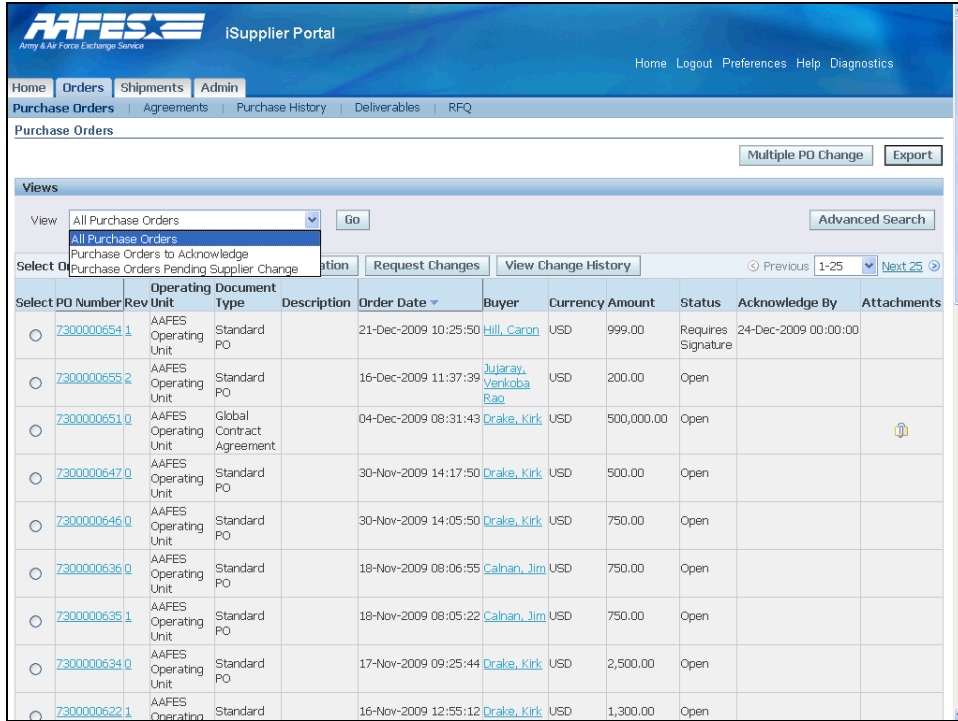


Step	Action
4.	Click the Orders tab. 
5.	This is the Standard Purchase Order Summary screen where you can view all the SPOs placed with you. Click the View - All Purchase Orders list. 

The screenshot shows the AAFES iSupplier Portal interface. At the top, there are navigation tabs for Home, Orders, Shipments, and Admin. Below this, there are links for Purchase Orders, Agreements, Purchase History, Deliverables, and RFQ. The main content area displays a list of Purchase Orders with columns for Select, PO Number, Rev, Unit, Operating Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Acknowledge By, and Attachments. A 'View' dropdown menu is open, showing options: All Purchase Orders (highlighted), Purchase Orders to Acknowledge, and Purchase Orders Pending Supplier Change. There are also buttons for 'Multiple PO Change' and 'Export'.


Select	PO Number	Rev	Unit	Operating Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	7300000654	1		AAFES Operating Unit Standard PO		21-Dec-2009 10:25:50	Hill, Caron	USD	999.00	Requires Signature	24-Dec-2009 00:00:00	
<input type="radio"/>	7300000655	2		AAFES Operating Unit Standard PO		16-Dec-2009 11:37:39	Jujaray, Vankoba Rao	USD	200.00	Open		
<input type="radio"/>	7300000651	0		AAFES Operating Unit Global Contract Agreement		04-Dec-2009 08:31:43	Drake, Kirk	USD	500,000.00	Open		
<input type="radio"/>	7300000647	0		AAFES Operating Unit Standard PO		30-Nov-2009 14:17:50	Drake, Kirk	USD	500.00	Open		
<input type="radio"/>	7300000646	0		AAFES Operating Unit Standard PO		30-Nov-2009 14:05:50	Drake, Kirk	USD	750.00	Open		
<input type="radio"/>	7300000636	0		AAFES Operating Unit Standard PO		18-Nov-2009 08:06:55	Calhan, Jim	USD	750.00	Open		
<input type="radio"/>	7300000635	1		AAFES Operating Unit Standard PO		18-Nov-2009 08:05:22	Calhan, Jim	USD	750.00	Open		
<input type="radio"/>	7300000634	0		AAFES Operating Unit Standard PO		17-Nov-2009 09:25:44	Drake, Kirk	USD	2,500.00	Open		
<input type="radio"/>	7300000622	1		AAFES Operating Unit Standard PO		16-Nov-2009 12:55:12	Drake, Kirk	USD	1,300.00	Open		

Step	Action
6.	<p>Click the View list item.</p> <p>These are the sorting options for searching the Standard Purchase Orders</p> <div style="border: 1px solid black; background-color: #0056b3; color: white; padding: 2px; display: inline-block;">All Purchase Orders</div>



The screenshot shows the AAFES iSupplier Portal interface. At the top, there are navigation tabs for Home, Orders, Shipments, and Admin. Below this, there are links for Purchase Orders, Agreements, Purchase History, Deliverables, and RFQ. The main content area is titled 'Purchase Orders' and includes a 'Multiple PO Change' and 'Export' button. A 'Views' section contains a dropdown menu set to 'All Purchase Orders' and an 'Advanced Search' button. Below the views, there are tabs for 'Select Order', 'Request Changes', and 'View Change History'. The main table displays a list of Purchase Orders with columns for Select, PO Number, Rev, Unit, Operating Document, Type, Description, Order Date, Buyer, Currency, Amount, Status, Acknowledge By, and Attachments. The 'Advanced Search' button is highlighted in the screenshot.

Select	PO Number	Rev	Unit	Operating Document	Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	7300000654	1		AAFES Operating Unit	Standard PO		21-Dec-2009 10:25:50	Hill, Caron	USD	999.00	Requires Signature	24-Dec-2009 00:00:00	
<input type="radio"/>	7300000655	2		AAFES Operating Unit	Standard PO		16-Dec-2009 11:37:39	Jujaray, Venkoba Rao	USD	200.00	Open		
<input type="radio"/>	7300000651	0		AAFES Operating Unit	Global Contract Agreement		04-Dec-2009 08:31:43	Drake, Kirk	USD	500,000.00	Open		
<input type="radio"/>	7300000647	0		AAFES Operating Unit	Standard PO		30-Nov-2009 14:17:50	Drake, Kirk	USD	500.00	Open		
<input type="radio"/>	7300000646	0		AAFES Operating Unit	Standard PO		30-Nov-2009 14:05:50	Drake, Kirk	USD	750.00	Open		
<input type="radio"/>	7300000636	0		AAFES Operating Unit	Standard PO		18-Nov-2009 08:06:55	Calhan, Jim	USD	750.00	Open		
<input type="radio"/>	7300000635	1		AAFES Operating Unit	Standard PO		18-Nov-2009 08:05:22	Calhan, Jim	USD	750.00	Open		
<input type="radio"/>	7300000634	0		AAFES Operating Unit	Standard PO		17-Nov-2009 09:25:44	Drake, Kirk	USD	2,500.00	Open		
<input type="radio"/>	7300000622	1		AAFES Operating Unit	Standard PO		16-Nov-2009 12:55:12	Drake, Kirk	USD	1,300.00	Open		

Step	Action
7.	<p>You can also do an Advanced Search.</p> <p>Click the Advanced Search button.</p> 

The screenshot shows the AAFES iSupplier Portal interface. At the top, there are navigation tabs for Home, Orders, Shipments, and Admin. Below this, there are links for Purchase Orders, Agreements, Purchase History, Deliverables, and RFQ. The main content area is titled "Purchase Orders" and includes buttons for "Multiple PO Change" and "Export".

The "Advanced Search" section is active, showing a search criteria field. It includes radio buttons for "Show table data when all conditions are met" (selected) and "Show table data when any condition is met". Below this, there are input fields for "PO Number", "Document Type", "Order Date", and "Buyer", each with a dropdown menu and a search icon. There are also "Go", "Clear", "Add Another", "Acknowledgement Status", and "Add" buttons.

Below the search criteria, there are buttons for "Select Order:", "Acknowledge", "Request Cancellation", "Request Changes", and "View Change History". A pagination control shows "Previous", "1-25", and "Next 25".

Select	PO Number	Rev	Unit	Operating Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachment
<input type="radio"/>	7300000680	0		AAFES Operating Unit	Global Blanket Agreement	29-Jan-2010 11:46:09	Hollowell, Brian	USD		Open		
<input type="radio"/>	7300000678	0		AAFES Operating Unit	Standard PO	28-Jan-2010 07:08:51	Smith, Shalandrea	USD	500.00	Open		
<input type="radio"/>	7300000677	0		AAFES Operating Unit	Standard PO	28-Jan-2010 07:08:51	Smith, Shalandrea	USD	500.00	Open		
<input type="radio"/>	7300000670	0		AAFES Operating Unit	Standard PO	Acknowledge	Drake, Kirk	USD	750.00	Pending Buyer's Signature	12-Jan-2010 00:00:00	
<input type="radio"/>	7300000669	0		AAFES Operating Unit	Standard PO	Acknowledge	Drake, Kirk	USD	750.00	Requires Acknowledgment	12-Jan-2010 00:00:00	

Step	Action
8.	Point to the Search Criteria field. You can search by PO Number, Document Type, Order Date, and Buyer.

The screenshot shows the AAFES iSupplier Portal interface. At the top, there are navigation tabs for Home, Orders, Shipments, and Admin. Below this, there are links for Purchase Orders, Agreements, Purchase History, Deliverables, and RFQ. The main content area is titled 'Purchase Orders' and includes buttons for 'Multiple PO Change' and 'Export'. An 'Advanced Search' section allows users to filter data by PO Number, Document Type, Order Date, and Buyer. Below the search form, there are buttons for 'Go', 'Clear', 'Add Another', 'Request Cancellation', and 'Acknowledgement Status'. A table of purchase orders is displayed with columns for Select, PO Number, Rev, Unit, Operating Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Acknowledge By, and Attachment. A dropdown menu is open over the 'Acknowledgement Status' column, showing options: Buyer, Document Type, Operating Unit, Order Date, PO Number, and Ship-To Location.

Select	PO Number	Rev	Unit	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachment
<input type="radio"/>	7300000680	0		AAFES Operating Unit	Global Blanket Agreement			Blowell, Jan	USD		Open		
<input type="radio"/>	7300000678	0		AAFES Operating Unit	Standard PO		28-Jan-2010 07:08:51	Smith, Shalandrea	USD	500.00	Open		
<input type="radio"/>	7300000677	0		AAFES Operating Unit	Standard PO		28-Jan-2010 07:08:51	Smith, Shalandrea	USD	500.00	Open		
<input type="radio"/>	7300000670	0		AAFES Operating Unit	Standard PO	Acknowledge Signature	05-Jan-2010 10:49:22	Drake, Kirk	USD	750.00	Pending Buyer's Signature	12-Jan-2010 00:00:00	
<input type="radio"/>	7300000669	0		AAFES Operating Unit	Standard PO	Acknowledge Document	05-Jan-2010 10:43:33	Drake, Kirk	USD	750.00	Requires Acknowledgment	12-Jan-2010 00:00:00	

Step	Action
9.	Click the Add Another list. Here you can add additional search fields.

The screenshot shows the AAFES iSupplier Portal interface. At the top, there are navigation links for Home, Orders, Shipments, and Admin. Below this, there are links for Purchase Orders, Agreements, Purchase History, Deliverables, and RFQ. The main content area is titled 'Purchase Orders' and includes buttons for 'Multiple PO Change' and 'Export'. An 'Advanced Search' section allows users to filter results by PO Number, Document Type, Order Date, and Buyer. Below the search form, there are buttons for 'Go', 'Clear', 'Add Another', 'Acknowledgement Status', and 'Add'. A table of purchase orders is displayed with columns for Select, PO Number, Rev, Unit, Operating Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Acknowledge By, and Attachment. The table contains five rows of data.

Select	PO Number	Rev	Unit	Operating Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachment
<input type="radio"/>	7300000680	0		AAFES Operating Unit	Global Blanket Agreement	29-Jan-2010 11:46:09	Hollowell, Brian	USD		Open		
<input type="radio"/>	7300000678	0		AAFES Operating Unit	Standard PO	28-Jan-2010 07:08:51	Smith, Shalandrea	USD	500.00	Open		
<input type="radio"/>	7300000677	0		AAFES Operating Unit	Standard PO	28-Jan-2010 07:08:51	Smith, Shalandrea	USD	500.00	Open		
<input type="radio"/>	7300000670	0		AAFES Operating Unit	Standard PO	Acknowledge	05-Jan-2010 10:49:22	Drake, Kirk	USD	750.00	Pending Buyer's Signature	12-Jan-2010 00:00:00
<input type="radio"/>	7300000669	0		AAFES Operating Unit	Standard PO	Acknowledge	05-Jan-2010 10:43:33	Drake, Kirk	USD	750.00	Requires Acknowledgment	12-Jan-2010 00:00:00

Step	Action
10.	<p>Return to the Purchase Orders listing page.</p> <p>Click the Purchase Orders link.</p> <p>Purchase Orders</p>

Training Guide iSupplier



AAFES iSupplier Portal
Army & Air Force Exchange Service

Home | Logout | Preferences | Help | Diagnostics

Home | **Orders** | Shipments | Admin

Purchase Orders | Agreements | Purchase History | Deliverables | RFQ

Purchase Orders

Multiple PO Change | Export

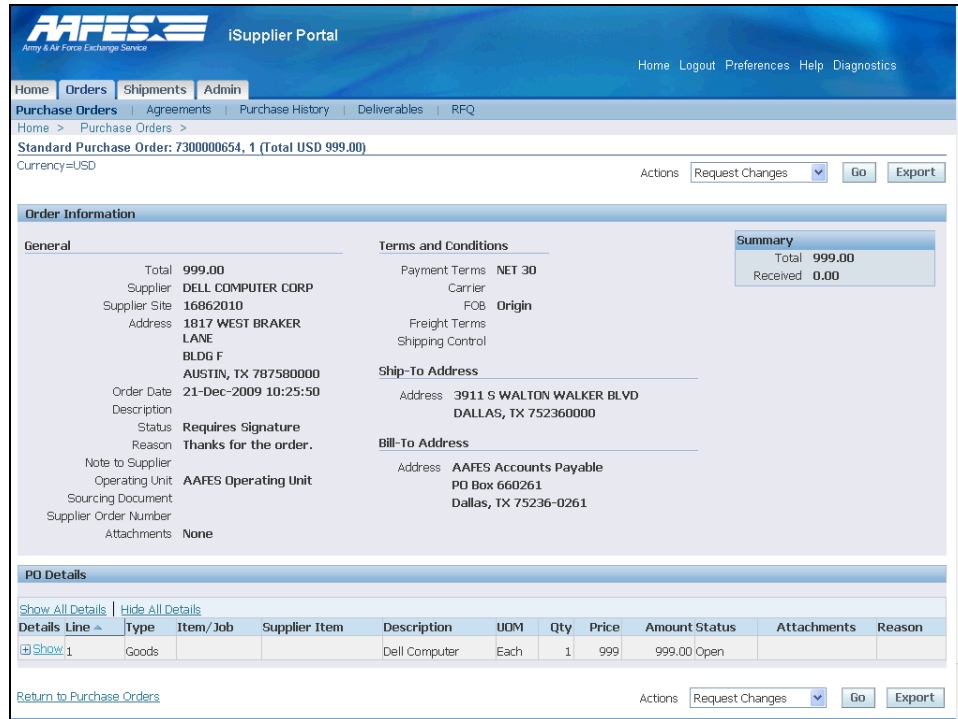
Views

View: All Purchase Orders | Go | Advanced Search

Select Order: Acknowledge | Request Cancellation | Request Changes | View Change History | Previous | 1-25 | Next 25


Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	7300000654	1	AAFES Operating Unit	Standard PO		21-Dec-2009 10:25:50	Hill, Caron	USD	999.00	Requires Signature	24-Dec-2009 00:00:00	
<input type="radio"/>	7300000655	2	AAFES Operating Unit	Standard PO		16-Dec-2009 11:37:39	Jujaray, Venkoba Rao	USD	200.00	Open		
<input type="radio"/>	7300000654	0	AAFES Operating Unit	Global Contract Agreement		04-Dec-2009 08:31:43	Drake, Kirk	USD	500,000.00	Open		
<input type="radio"/>	7300000647	0	AAFES Operating Unit	Standard PO		30-Nov-2009 14:17:50	Drake, Kirk	USD	500.00	Open		
<input type="radio"/>	7300000646	0	AAFES Operating Unit	Standard PO		30-Nov-2009 14:05:50	Drake, Kirk	USD	750.00	Open		
<input type="radio"/>	7300000636	0	AAFES Operating Unit	Standard PO		18-Nov-2009 08:06:55	Calhan, Jim	USD	750.00	Open		
<input type="radio"/>	7300000635	1	AAFES Operating Unit	Standard PO		18-Nov-2009 08:05:22	Calhan, Jim	USD	750.00	Open		
<input type="radio"/>	7300000634	0	AAFES Operating Unit	Standard PO		17-Nov-2009 09:25:44	Drake, Kirk	USD	2,500.00	Open		
<input type="radio"/>	7300000622	1	AAFES Operating Unit	Standard PO		16-Nov-2009 12:55:12	Drake, Kirk	USD	1,300.00	Open		

Step	Action
11.	<p>Click the PO Number link.</p> <p>Clicking 7300000654 hyperlink will open that particular SPO.</p> <p>7300000654</p>



The screenshot displays the AAFES iSupplier Portal interface. At the top, there are navigation tabs for Home, Orders, Shipments, and Admin. Below this, a breadcrumb trail shows 'Home > Purchase Orders >'. The main content area is titled 'Standard Purchase Order: 730000654, 1 (Total USD 999.00)' with 'Currency=USD'. A summary table shows a total of 999.00 and 0.00 received. The 'Order Information' section is divided into 'General', 'Terms and Conditions', and 'Summary'. The 'General' section lists supplier details for Dell Computer Corp. and order information. The 'Terms and Conditions' section lists payment terms (NET 30) and shipping/billing addresses. The 'Summary' table shows the total and received amounts. Below this is the 'PO Details' section with a table of line items.

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
1	Goods			Dell Computer	Each	1	999	999.00	Open		

Step	Action
12.	Click the Show All Details or the Show link.
13.	Click the /Down button of the scrollbar. 

Home | Orders | Shipments | Admin | Home | Logout | Preferences | Help | Diagnostics

Purchase Orders | Agreements | Purchase History | Deliverables | RFQ

Orders: Purchase Orders >

Standard Purchase Order: 730000654, 1 (Total USD 999.00)

Currency=USD Actions: Request Changes [Go] Export

Order Information

General		Terms and Conditions		Summary	
Total	999.00	Payment Terms	NET 30	Total	999.00
Supplier	DELL COMPUTER CORP	Carrier		Received	0.00
Supplier Site	16862010	FOB	Origin		
Address	1817 WEST BRAKER LANE BLDG F AUSTIN, TX 787580000	Freight Terms			
Order Date	21-Dec-2009 10:25:50	Shipping Control			
Description	Test for Cancellation	Ship-To Address			
Status	Accepted	Address	3911 S WALTON WALKER BLVD DALLAS, TX 752360000		
Reason	Thanks for the order.	Bill-To Address			
Note to Supplier		Address	AAFES Accounts Payable PO Box 660261 Dallas, TX 75236-0261		
Operating Unit	AAFES Operating Unit				
Sourcing Document					
Supplier Order Number					
Attachments	None				

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			Dell Computer	Each	1	999	999.00	Open		

Shipments

Shipment	Ship-To Location	Qty	Amount	Ordered	Received	Ordered	Received	Promised Date	Need-By Date	Status	Supplier Line	Split	Reason	Requestor	Attachments
1	3714056900	1	999.00							Accepted					

Step	Action
14.	Click the 3714056900 link to see the Ship-To address.

AAFES iSupplier Portal

Home | Logout | Preferences | Diagnostics

Home | Orders | Shipments | Admin | Home | Logout | Preferences | Diagnostics

Purchase Orders | Agreements | Purchase History | Deliverables | RFQ

Orders: Purchase Orders > | View Order Details >

Ship-To Location

Address Line1: 3911 S WALTON WALKER BLVD
 City: DALLAS
 State: TX
 Zip Code: 752360000
 Country: United States

[Return to View Order Details](#)

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Step	Action
15.	Click the Return to View Order Details link. Return to View Order Details

Currency=USD Actions

Order Information

<p>General</p> <p>Total 999.00 Supplier DELL COMPUTER CORP Supplier Site 16862010 Address 1817 WEST BRAKER LANE BLDG F AUSTIN, TX 787580000 Order Date 21-Dec-2009 10:25:50 Description Test for Cancellation Status Accepted Reason Thanks for the order. Note to Supplier Operating Unit AAFES Operating Unit Sourcing Document Supplier Order Number Attachments None</p>	<p>Terms and Conditions</p> <p>Payment Terms NET 30 Carrier FOB Origin Freight Terms Shipping Control</p> <p>Ship-To Address</p> <p>Address 3911 S WALTON WALKER BLVD DALLAS, TX 752360000</p> <p>Bill-To Address</p> <p>Address AAFES Accounts Payable PO Box 660261 Dallas, TX 75236-0261</p>	<p>Summary</p> <p>Total 999.00 Received 0.00</p>
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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			Dell Computer	Each	1	999	999.00	Open		

Shipments

Shipment	Ship-To Location	Qty		Amount		Promised Date	Need-By Date	Status	Supplier Line	Split Reason	Requestor	Attachments
		Ordered	Received	Ordered	Received							
1	3714056900	1		999.00				Accepted				

[Return to Purchase Orders](#) Actions

Home Orders Shipments Admin Home Logout Preferences Help Diagnostics
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Step	Action
16.	Click the Actions list. 

Currency=USD Actions Request Changes Go Export

Order Information

General	Total 999.00	Terms and Conditions	Summary
Supplier DELL COMPUTER CORP	Supplier Site 16962010	Payment Terms NET 30	Total 999.00
Address 1817 WEST BRAKER LANE BLDG F AUSTIN, TX 787580000	Order Date 21-Dec-2009 10:25:50	Carrier	Received 0.00
Description Test for Cancellation	Status Accepted	FOB Origin	
Reason Thanks for the order.	Note to Supplier	Freight Terms	
Operating Unit AAFES Operating Unit	Sourcing Document	Shipping Control	
Supplier Order Number	Attachments None	Ship-To Address	
		Address 3911 S WALTON WALKER BLVD DALLAS, TX 752360000	
		Bill-To Address	
		Address AAFES Accounts Payable PO Box 660261 Dallas, TX 75236-0261	

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			Dell Computer	Each	1	999	999.00	Open		

Shipments

Shipment	Ship-To Location	Qty	Amount	Ordered	Received	Ordered	Received	Promised Date	Need-By Date	Status	Supplier	Requestor	Attachments
1	3714056900	1	999.00							Accepted			

Return to Purchase Orders Actions Request Changes Go Export

Home Orders Shipments Admin Home Logout Preferences Help Diagnostics
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Step	Action
17.	<p>These are the various actions you can take on the Standard Purchase Order.</p> <p>Click the View PDF list item.</p> <p>View PDF</p>
18.	<p>Click the Go button.</p> <p>Go</p>

File Download

Do you want to open or save this file?

Name: PO_81_730000654_1_US.pdf
 Type: Adobe Acrobat Document, 4.37 KB
 From: perfzapp1.aafes.com

Buttons:

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Step	Action
19.	Click the Open button.



Standard Purchase Order 730000654, 1

AAFES Operating Unit
 3911 S. Walton Walker Blvd
 Dallas, TX 75236-1598
 United States

Type	Standard Purchase Order
Order	730000654
Order Date	04-DEC-2009
Revision	1
Revision Date	21-DEC-2009

Supplier: **DELL COMPUTER CORP**
 1817 WEST BRAKER LANE
 BLDG F
 AUSTIN, TX 787580000
 United States


Ship To: **LP CR UNALLOCATED**
 3911 S WALTON WALKER BLVD
 DALLAS TX 752360000
 US

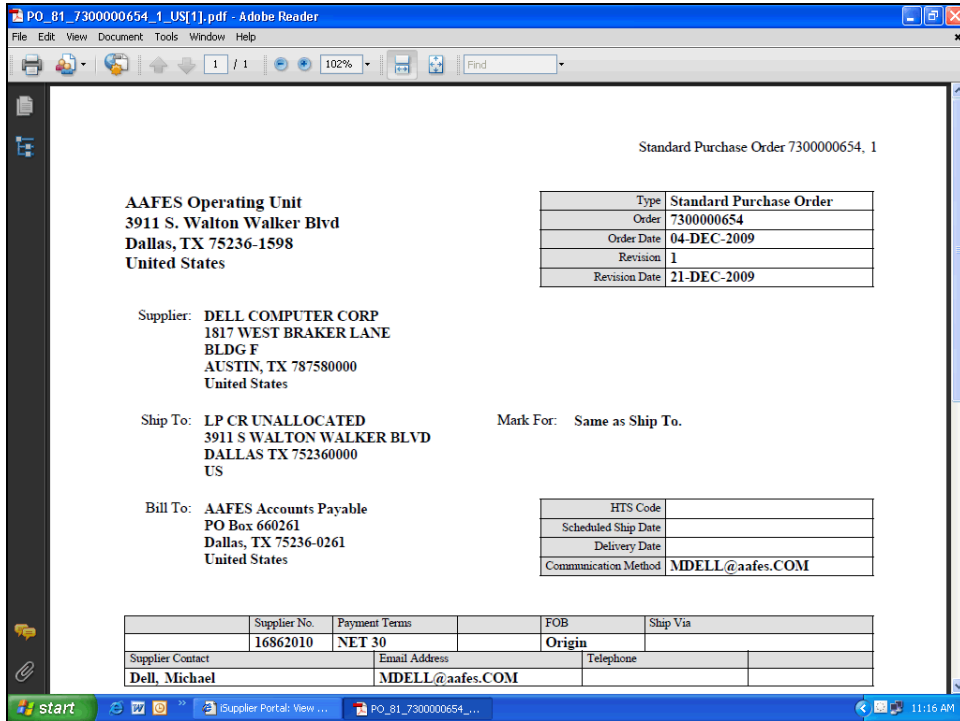
Mark For: Same as Ship To.


Bill To: **AAFES Accounts Payable**
 PO Box 660261
 Dallas, TX 75236-0261
 United States

HTS Code	
Scheduled Ship Date	
Delivery Date	
Communication Method	MDELL@aafes.COM

Supplier No.	16862010	Payment Terms	NET 30	FOB	Origin	Ship Via
Supplier Contact	Dell, Michael	Email Address	MDELL@aafes.COM	Telephone		

Step	Action
20.	Click the Print button or save to your computer. 



Step	Action
21.	Click the Close button. 

The screenshot shows the AAFES iSupplier Portal interface. At the top, there are navigation tabs for Home, Orders, Shipments, and Admin. Below this, there are links for Purchase Orders, Agreements, Purchase History, Deliverables, and RFQ. The main content area displays a Standard Purchase Order for 730000654, 1 (Total USD 999.00). The currency is USD. The Order Information section is divided into General, Terms and Conditions, and Summary. The General section includes details like Supplier (DELL COMPUTER CORP), Address (1817 WEST BRAKER LANE, AUSTIN, TX 787580000), Order Date (21-Dec-2009 10:25:50), and Status (Requires Signature). The Terms and Conditions section includes Payment Terms (NET 30), Carrier, FOB (Origin), Freight Terms, Shipping Control, Ship-To Address (3911 S WALTON WALKER BLVD, DALLAS, TX 752360000), and Bill-To Address (AAFES Accounts Payable, PO Box 660261, Dallas, TX 75236-0261). The Summary section shows a Total of 999.00 and Received of 0.00. The PD Details section shows a table with one line item: Dell Computer, UOM: Each, Qty: 1, Price: 999, Amount: 999.00, Status: Open. There are buttons for View PDF, Go, and Export.

Step	Action
22.	<p>Click the Purchase Orders link.</p> <p>This will take you back to the SPO Summary screen.</p> <p>Purchase Orders</p>
23.	<p>Point to the 24-Dec-2009 00:00:00 object.</p> <p>Note that Acknowledgement is due by this date for this SPO.</p>



Acknowledgement Signature

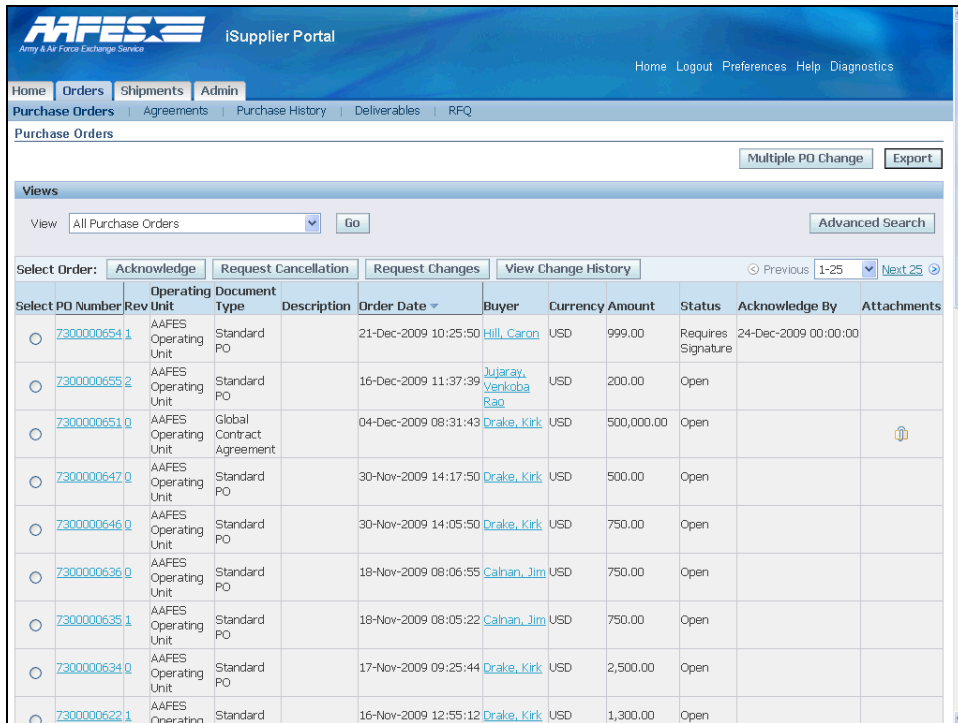
When creating a purchase order, AAFES can request acknowledgment of the purchase order. If so, you will receive a notification requiring your response. The purchase order may include a date by which you need to acknowledge or sign it.


You acknowledge purchase orders to communicate to AAFES that you have received, reviewed the details of, and accepted or rejected a purchase order. You can also communicate changes to the purchase order during acknowledgment.

You can either acknowledge the order online, or accept or reject the order using the notification. When you respond, the purchase order is automatically updated, and a notice is sent to the buyer.

You can submit acknowledgments for an entire order, or for individual shipments. For example, if you can fulfill only part of a purchase order, accept the shipments you can fulfill, and reject the others (note that shipment level acknowledgement cannot be performed using the acknowledgement notification).

To ensure only authorized persons sign this contractual agreement, the system requires that you enter your logon and password. This also provides electronic tracking of who actually signed the document.



Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
7300006554	1	AAFES Operating Unit	Standard PO		21-Dec-2009 10:25:50	Hill, Caron	USD	999.00	Requires Signature	24-Dec-2009 00:00:00	
7300006552	2	AAFES Operating Unit	Standard PO		16-Dec-2009 11:37:39	Jujaray, Venioba Rao	USD	200.00	Open		
7300006510	0	AAFES Operating Unit	Global Contract Agreement		04-Dec-2009 08:31:43	Drake, Kirk	USD	500,000.00	Open		
7300006470	0	AAFES Operating Unit	Standard PO		30-Nov-2009 14:17:50	Drake, Kirk	USD	500.00	Open		
7300006460	0	AAFES Operating Unit	Standard PO		30-Nov-2009 14:05:50	Drake, Kirk	USD	750.00	Open		
7300006360	0	AAFES Operating Unit	Standard PO		18-Nov-2009 08:06:55	Calhan, Jim	USD	750.00	Open		
7300006351	1	AAFES Operating Unit	Standard PO		18-Nov-2009 08:05:22	Calhan, Jim	USD	750.00	Open		
7300006340	0	AAFES Operating Unit	Standard PO		17-Nov-2009 09:25:44	Drake, Kirk	USD	2,500.00	Open		
7300006221	0	AAFES Operating Unit	Standard PO		16-Nov-2009 12:55:12	Drake, Kirk	USD	1,300.00	Open		

Step	Action
24.	<p>Point to the Paper Clip object.</p> <p>This Global Contract Agreement shows there is a link to an Attachment for this SPO.</p>

The screenshot shows the AAFES iSupplier Portal interface. At the top, there are navigation tabs for Home, Orders, Shipments, and Admin. Below this, there are links for Purchase Orders, Agreements, Purchase History, Deliverables, and RFQ. The main content area displays a list of Purchase Orders with columns for Select, PO Number, Rev, Unit, Operating Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Acknowledge By, and Attachments. A 'Paper Clip' icon is visible in the Attachments column for the PO with ID 7300000651.0.

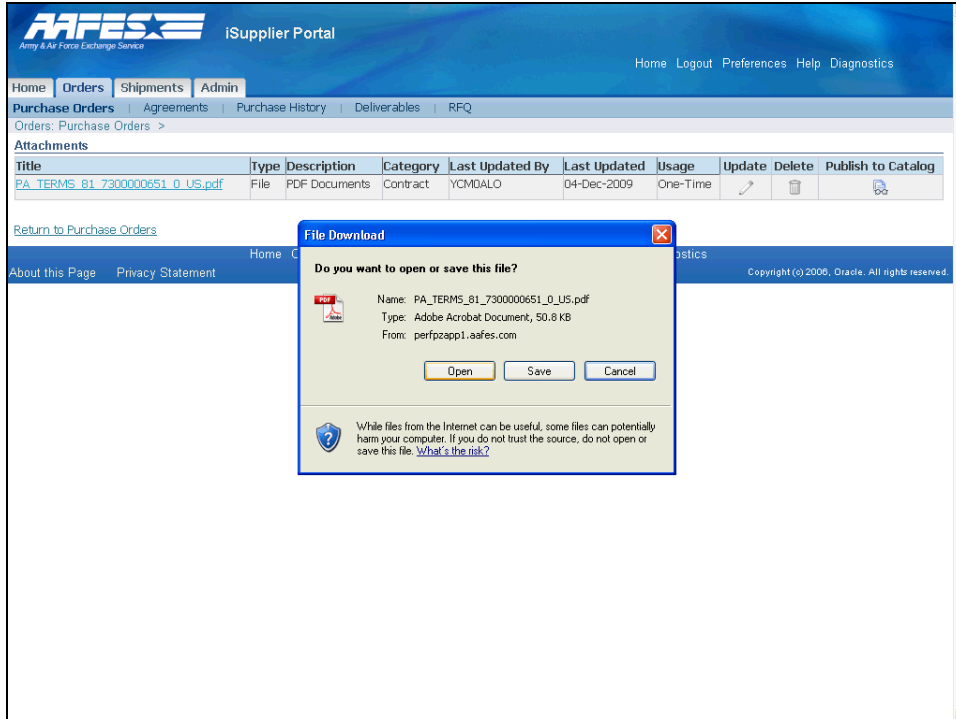
Select	PO Number	Rev	Unit	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	7300000654	1		AAFES Operating Unit	Standard PO		21-Dec-2009 10:25:50	Hill, Caron	USD	999.00	Requires Signature	24-Dec-2009 00:00:00	
<input type="radio"/>	7300000655	2		AAFES Operating Unit	Standard PO		16-Dec-2009 11:37:39	Jujaray, Vankoba Rao	USD	200.00	Open		
<input type="radio"/>	7300000651	0		AAFES Operating Unit	Global Contract Agreement		04-Dec-2009 08:31:43	Drake, Kirk	USD	500,000.00	Open		
<input type="radio"/>	7300000647	0		AAFES Operating Unit	Standard PO		30-Nov-2009 14:17:50	Drake, Kirk	USD	500.00	Open		
<input type="radio"/>	7300000646	0		AAFES Operating Unit	Standard PO		30-Nov-2009 14:05:50	Drake, Kirk	USD	750.00	Open		
<input type="radio"/>	7300000636	0		AAFES Operating Unit	Standard PO		18-Nov-2009 08:06:55	Calhan, Jim	USD	750.00	Open		
<input type="radio"/>	7300000635	1		AAFES Operating Unit	Standard PO		18-Nov-2009 08:05:22	Calhan, Jim	USD	750.00	Open		
<input type="radio"/>	7300000634	0		AAFES Operating Unit	Standard PO		17-Nov-2009 09:25:44	Drake, Kirk	USD	2,500.00	Open		
<input type="radio"/>	7300000622	1		AAFES Operating Unit	Standard PO		16-Nov-2009 12:55:12	Drake, Kirk	USD	1,300.00	Open		

Step	Action
25.	Click the Paper Clip graphic.

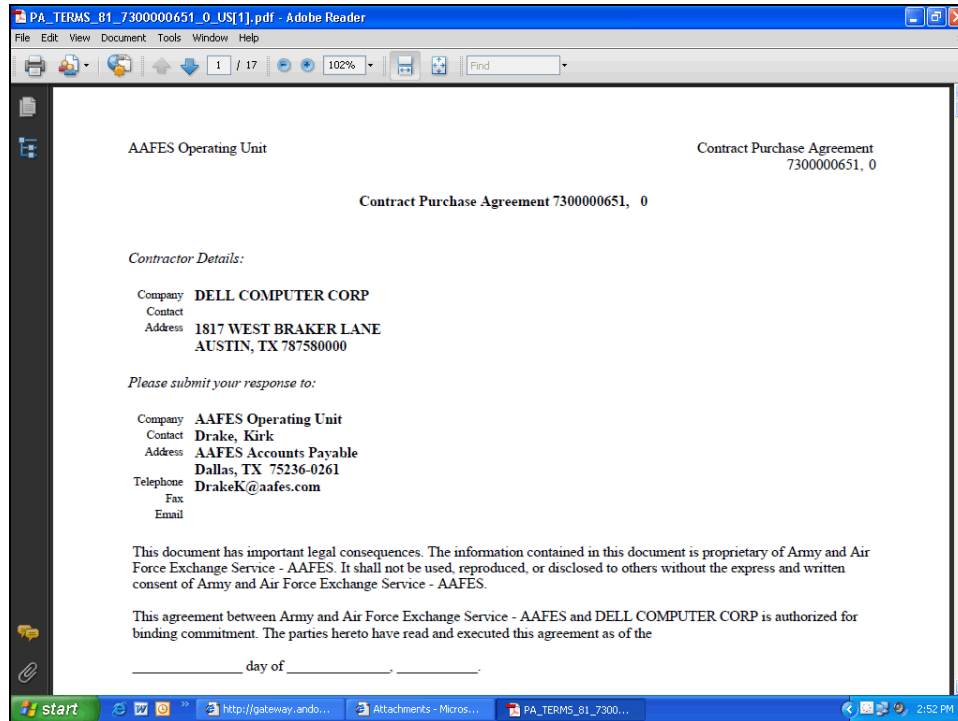
The screenshot shows the Attachments section of the AAFES iSupplier Portal. It displays a table with columns for Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, Delete, and Publish to Catalog. The table contains one entry: 'PA TERMS 61 7300000651.0 US.pdf'.



Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
PA TERMS 61 7300000651.0 US.pdf	File	PDF Documents	Contract	YCM0ALO	04-Dec-2009	One-Time			

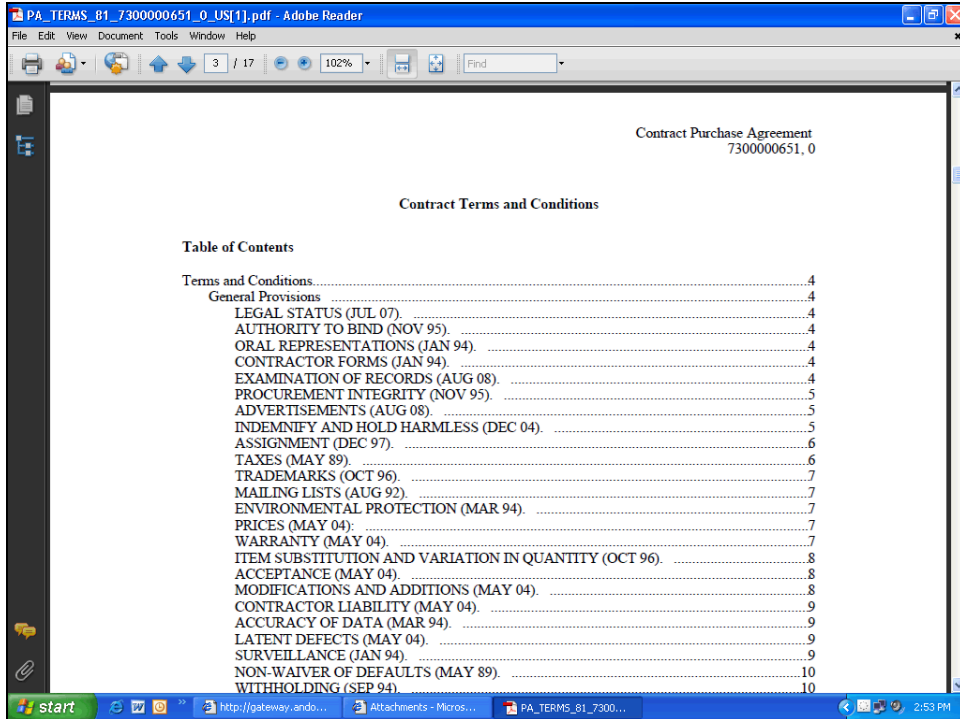
Step	Action
26.	<p>Click the PA_TERMS_81_7300000651_0_US.pdf link.</p> <p>This will take you to additional contract attachments often containing Terms and Conditions.</p> <p>PA_TERMS_81_7300000651_0_US.pdf</p>



Step	Action
27.	<p>Click the Open button.</p> <p><input type="button" value="Open"/></p>



Step	Action
28.	Click the Down button of the scrollbar. 
29.	Click the Down button of the scrollbar. 



Step	Action
30.	Click the Close button.

AAFES iSupplier Portal

Home | Orders | Shipments | Admin

Purchase Orders | Agreements | Purchase History | Deliverables | RFQ

Purchase Orders


Multiple PO Change | Export

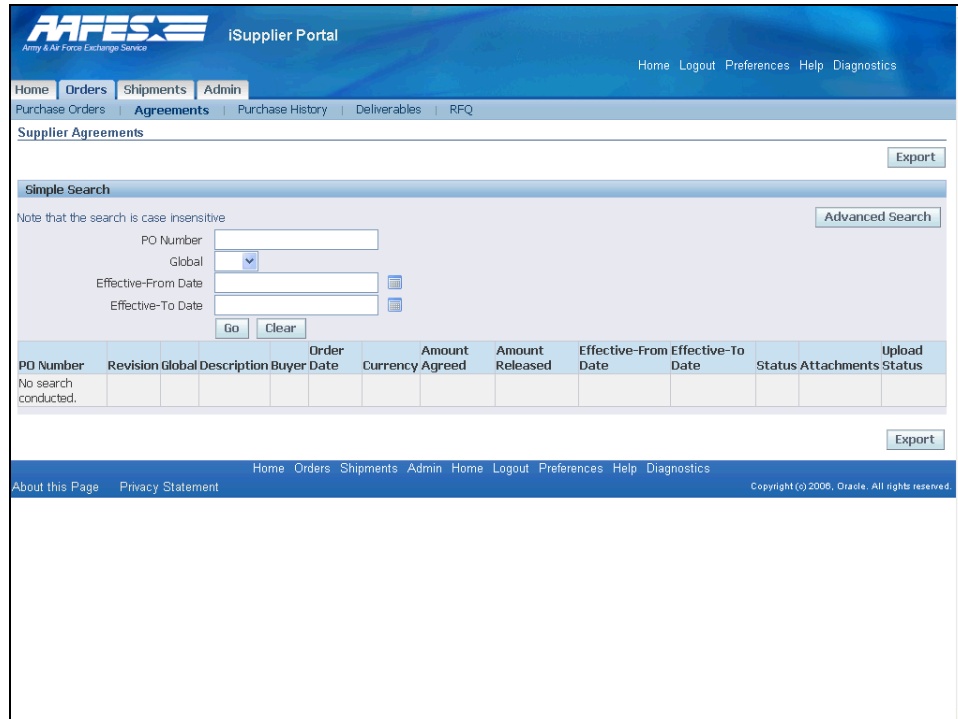
Views


View: All Purchase Orders | Go | Advanced Search

Select Order: Acknowledge | Request Cancellation | Request Changes | View Change History

Select	PO Number	Rev	Unit	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	7300000654	1		AAFES Operating Unit	Standard PO		21-Dec-2009 10:25:50	Hill, Caron	USD	999.00	Requires Signature	24-Dec-2009 00:00:00	
<input type="radio"/>	7300000655	2		AAFES Operating Unit	Standard PO		16-Dec-2009 11:37:39	Jujaray, Venkoba Rao	USD	200.00	Open		
<input type="radio"/>	7300000651	0		AAFES Operating Unit	Global Contract Agreement		04-Dec-2009 08:31:43	Drake, Kirk	USD	500,000.00	Open		
<input type="radio"/>	7300000647	0		AAFES Operating Unit	Standard PO		30-Nov-2009 14:17:50	Drake, Kirk	USD	500.00	Open		
<input type="radio"/>	7300000646	0		AAFES Operating Unit	Standard PO		30-Nov-2009 14:05:50	Drake, Kirk	USD	750.00	Open		
<input type="radio"/>	7300000636	0		AAFES Operating Unit	Standard PO		18-Nov-2009 08:06:55	Calhan, Jim	USD	750.00	Open		
<input type="radio"/>	7300000635	1		AAFES Operating Unit	Standard PO		18-Nov-2009 08:05:22	Calhan, Jim	USD	750.00	Open		
<input type="radio"/>	7300000634	0		AAFES Operating Unit	Standard PO		17-Nov-2009 09:25:44	Drake, Kirk	USD	2,500.00	Open		
<input type="radio"/>	7300000622	1		AAFES Operating Unit	Standard PO		16-Nov-2009 12:55:12	Drake, Kirk	USD	1,300.00	Open		

Step	Action
31.	<p>Now we will look at Contract Agreements that have been issued to your company by an AAFES Buyer/Contracting Officer.</p> <p>Click the Agreements tab.</p> 



Step	Action
32.	<p>You can put in a specific PO number or date. If you leave the fields blank, all agreements will be queried.</p> <p>Click the Go button.</p> <p>Here you will find all Blanket Purchase Agreements (BPA) and Contract Purchase Agreements (CPA).</p> <p>The searching and viewing the PDF is the same as for the Standard Purchase Orders.</p> 

PO Number	Revision	Global	Description	Buyer	Order Date	Currency	Amount Agreed	Amount Released	Effective-From Date	Effective-To Date	Status	Attachments	Upload Status
7300000487	Q Yes			Smith, Shalandraa	23-Oct-2009 09:50:13	USD	1,000,000.00			23-Aug-2010	Open		
7300000496	Q Yes		test esig rejecty	Hollowell, Brian	28-Aug-2009 11:14:48	USD	500,000.00			15-May-2011	Open		
7300000094	Q Yes			Hill, Caron	19-Aug-2009 15:19:17	USD	1,000,000.00	3,750.00	08-Jun-2009	08-Jun-2012	Open		
7300000428	Q Yes			Firme, Sharon	13-Aug-2009 11:08:57	USD					Open		
7300000424	Q Yes		UNSPSC Display test 3	Drake, Kirk	11-Aug-2009 16:09:34	USD		500.00			Open		
7300000426	Q Yes			Firme, Sharon	11-Aug-2009 16:07:37	USD	1,000.00				Open		
7300000423	Q Yes			Firme, Sharon	11-Aug-2009 13:34:26	USD	1,000.00				Open		
7300000422	Q Yes		UNSPSC Display test 2	Drake, Kirk	11-Aug-2009 12:46:48	USD					Open		
7300000421	Q Yes		UNSPSC Display Test	Drake, Kirk	11-Aug-2009 11:27:52	USD		900.00			Open		
7300000316	1 Yes		Dell Computers	Drake, Kirk	11-Aug-2009 10:09:57	USD	500,000.00	2,500.00	30-Jul-2009	10-Aug-2009	Open		

Step	Action
33.	<p>This is the Supplier Agreements Summary Screen. Here you can view BPAs and CPAs by PO Number, Buyer, Date, Status - the same as on the PO Summary Screen.</p> <p>Click the Home link.</p> <p>Home</p>
34.	<p>End of Procedure.</p>

Purchase Order Acknowledgement Electronic Signature

Procedure

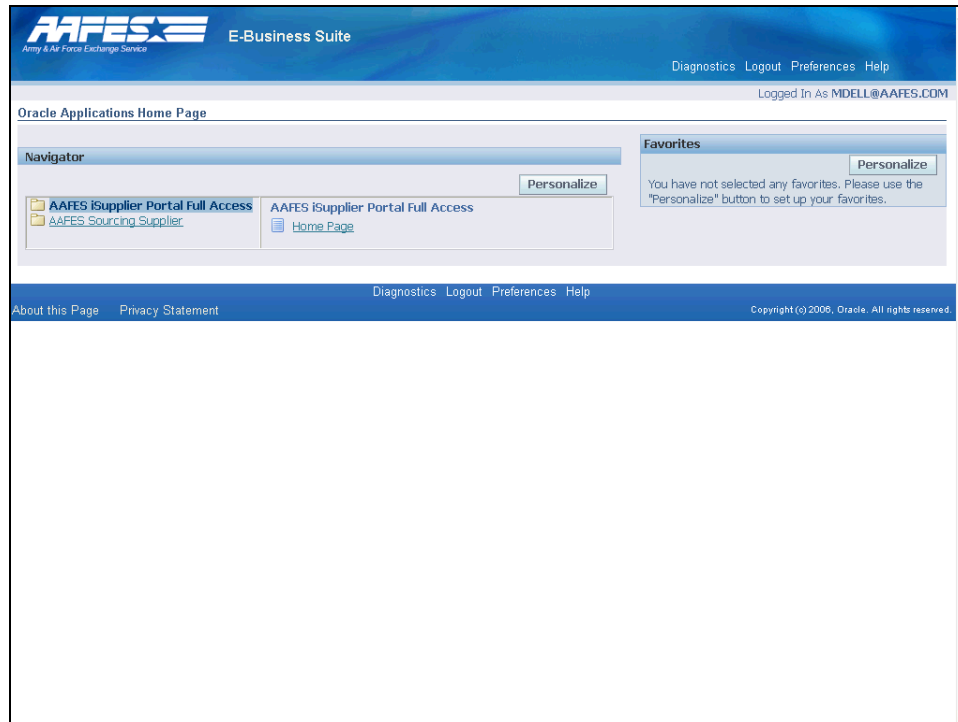
There will be times that the Supplier is required to electronically sign AAFES Purchasing Documents and Contracts.

After receiving an email notification of a new order requiring an Acknowledgement, the Supplier wants to Acknowledge Purchase Orders online.

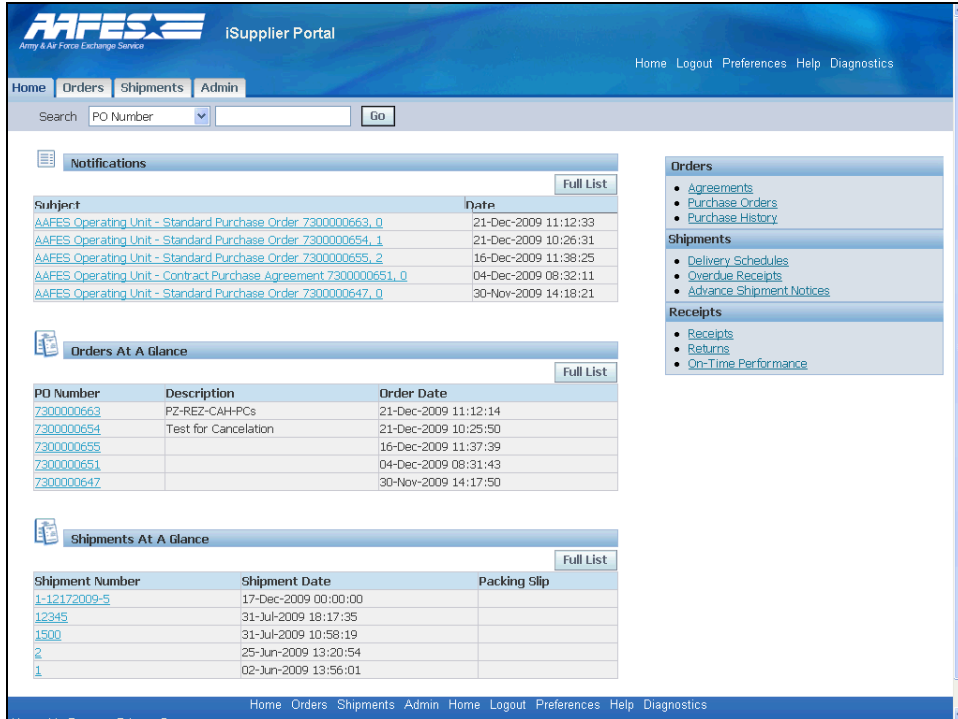
Goals:

- Find a Standard Purchase Order that needs Acknowledgement
- Review the SPO

- Sign the SPO electronically
- View the acceptance of the electronic signature.



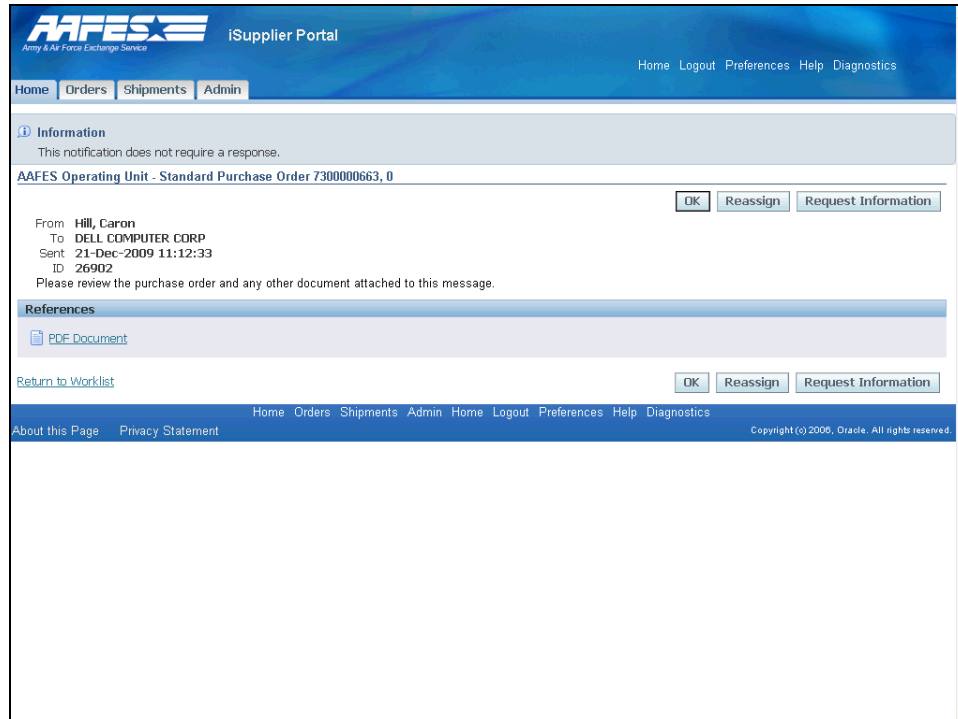
Step	Action
1.	Click the AAFES iSupplier Portal Full Access link. AAFES iSupplier Portal Full Access



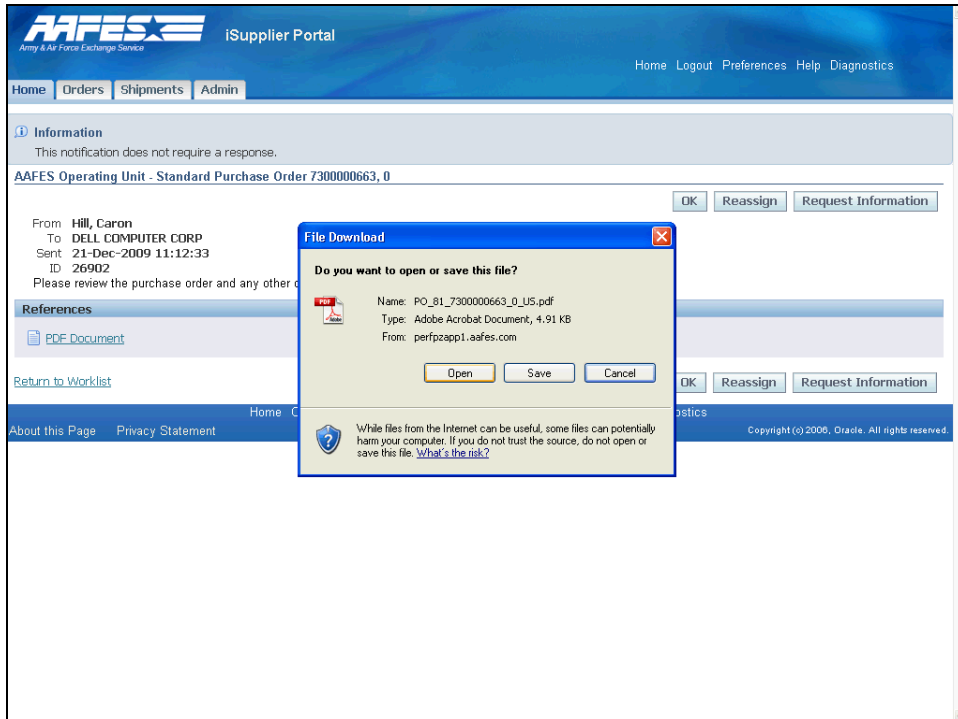
The screenshot shows the AAFES iSupplier Portal interface. At the top, there is a navigation bar with 'Home', 'Orders', 'Shipments', and 'Admin' tabs. Below this is a search bar with a dropdown menu set to 'PO Number' and a 'Go' button. The main content area is divided into several sections:


- Notifications:** A table with columns 'Subject' and 'Date'. The first row is highlighted in blue and contains the text 'AAFES Operating Unit - Standard Purchase Order 7300000663, 0' and the date '21-Dec-2009 11:12:33'. Other rows include similar notifications for POs 7300000654, 7300000655, 7300000651, and 7300000647.
- Orders At A Glance:** A table with columns 'PO Number', 'Description', and 'Order Date'. It lists the same POs as the Notifications table.
- Shipments At A Glance:** A table with columns 'Shipment Number', 'Shipment Date', and 'Packing Slip'. It lists shipment numbers 112172009-5, 12245, 1500, 2, and 1 with their respective dates.
- Orders, Shipments, and Receipts:** Three vertical navigation menus on the right side of the page, each with a 'Full List' button. The 'Orders' menu includes 'Agreements', 'Purchase Orders', and 'Purchase History'. The 'Shipments' menu includes 'Delivery Schedules', 'Overdue Receipts', and 'Advance Shipment Notices'. The 'Receipts' menu includes 'Receipts', 'Returns', and 'On-Time Performance'.

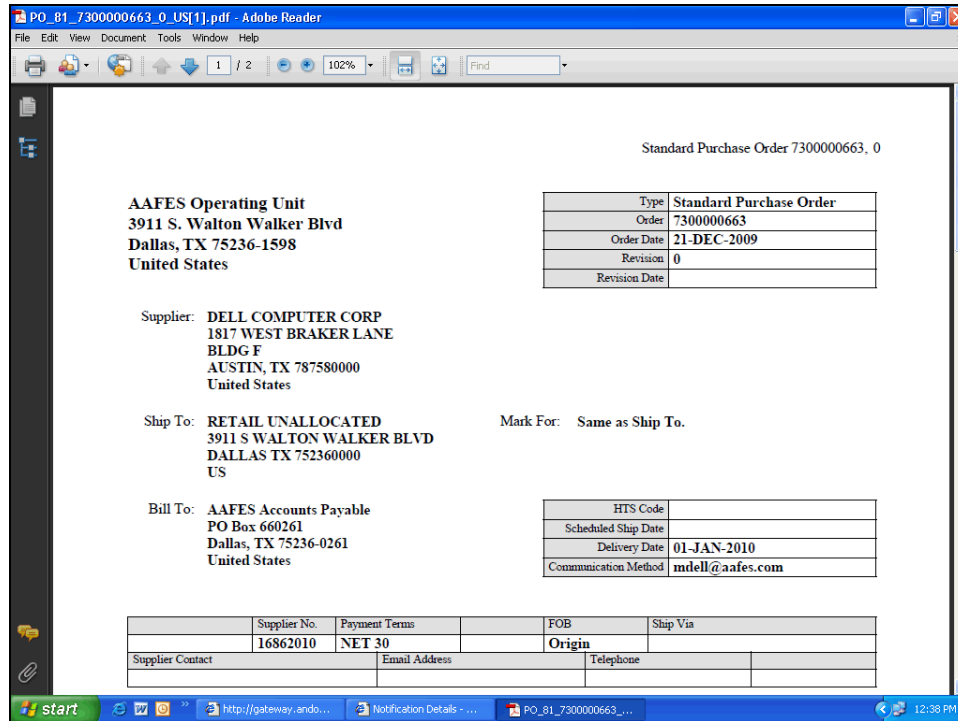
Step	Action
2.	<p>Click the AAFES Operating Unit - Standard Purchase Order 7300000663, 0 link.</p> <p>This is the type of notification you will receive when POs are issued.</p> <p>If you choose (Preferences), you will also receive an email.</p>




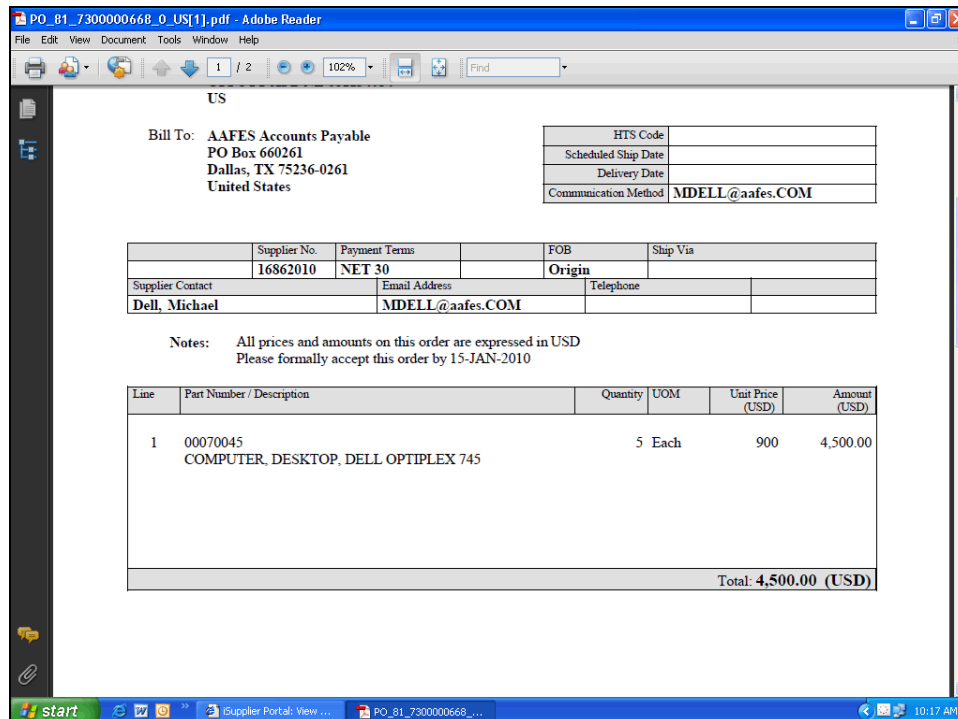
Step	Action
3.	<p>In order to view the entire document and any actions required or attachments, open the PDF version of the order.</p> <p>Click the PDF Document link.</p> <p>PDF Document</p>




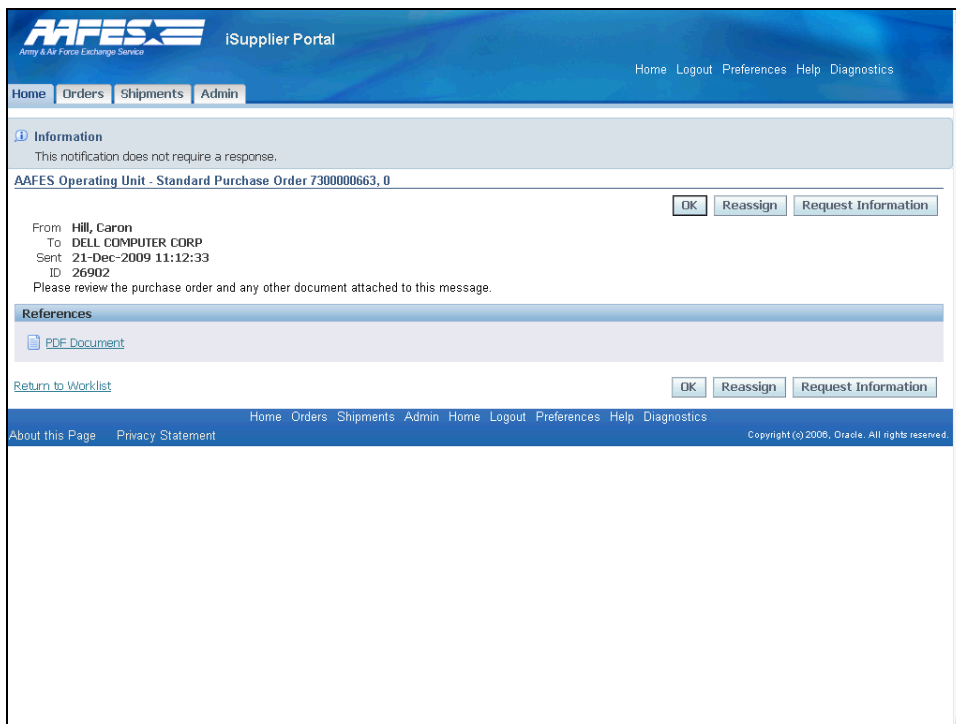
Step	Action
4.	<p>Click the Open button.</p> <p>Here you can review the actual document and terms.</p> 





Step	Action
5.	Click the Down button of the scrollbar. 



Step	Action
6.	Point to the Notes row. Here you will find notes that are specific to the order. In this case the note indicates that acceptance is required.
7.	Click the Close button. 



Step	Action
8.	Click the Home link. 



Notification Response

The notification itself does not require a response.


HOWEVER, the Purchase Order **DOES** require acknowledgement.

You should always check the actual PO (online or .pdf) to make sure that there is no further action required from you the Supplier.

The screenshot shows the AAFES iSupplier Portal. At the top, there is a navigation bar with 'Home', 'Orders', 'Shipments', and 'Admin'. Below this is a search bar with a dropdown menu set to 'PO Number' and a 'Go' button. The main content area is divided into several sections:

- Notifications:** A table with columns 'Subject' and 'Date'. It lists several notifications related to purchase orders and agreements.
- Orders At A Glance:** A table with columns 'PO Number', 'Description', and 'Order Date'. It lists several purchase orders, with the first one having a link to '7300000663'.
- Shipments At A Glance:** A table with columns 'Shipment Number', 'Shipment Date', and 'Packing Slip'. It lists several shipments.
- Orders:** A list of links including 'Agreements', 'Purchase Orders', and 'Purchase History'.
- Shipments:** A list of links including 'Delivery Schedules', 'Overdue Receipts', and 'Advance Shipment Notices'.
- Receipts:** A list of links including 'Receipts', 'Returns', and 'On-Time Performance'.

At the bottom of the page, there is a footer with the same navigation links: 'Home Orders Shipments Admin Home Logout Preferences Help Diagnostics'.

Step	Action
9.	<p>Under Orders At A Glance you will see the PO Number column.</p> <p>Click the 7300000663 link.</p> 



Find Orders

On this screen there are three ways to find orders:

- Search by "PO Number" and enter PO number in the search field
- The Order may appear under Orders At A Glance
- Expand the Orders At a Glance list by clicking the "Full List" button

Training Guide iSupplier



AAFES iSupplier Portal
Army & Air Force Exchange Service

Home Logout Preferences Help Diagnostics

Home **Orders** Shipments Admin

Purchase Orders | Agreements | Purchase History | Deliverables | RFQ

Home > Purchase Orders >

Standard Purchase Order: 730000663, 0 (Total USD 14,985.00)

Currency=USD Actions View Change History Go Export

Order Information

General		Terms and Conditions		Summary	
Total	14,985.00	Payment Terms	NET 30	Total	14,985.00
Supplier	DELL COMPUTER CORP	Carrier		Received	0.00
Supplier Site	16862010	FOB	Origin		
Address	1817 WEST BRAKER LANE BLDG F AUSTIN, TX 787580000	Freight Terms			
Order Date	21-Dec-2009 11:12:14	Shipping Control			
Description	P2-REZ-CAH-PCS				
Status	Requires Signature	Ship-To Address			
Note to Supplier		Address	3911 S WALTON WALKER BLVD DALLAS, TX 752360000		
Operating Unit	AAFES Operating Unit	Bill-To Address			
Sourcing Document		Address	AAFES Accounts Payable PO Box 660261 Dallas, TX 75236-0261		
Supplier Order Number					
Attachments	None				


PO Details

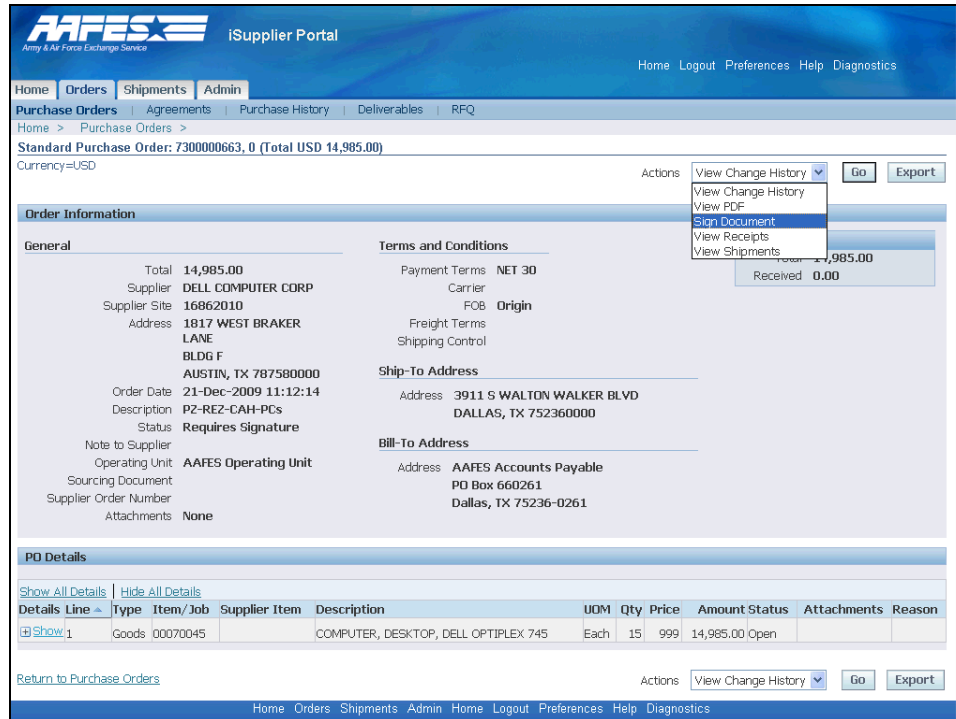
Show All Details | Hide All Details

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
Show 1	Goods	00070045		COMPUTER, DESKTOP, DELL OPTIPLEX 745	Each	15	999	14,985.00	Open		

Return to Purchase Orders Actions View Change History Go Export

Home Orders Shipments Admin Home Logout Preferences Help Diagnostics

Step	Action
10.	Point to the Status object and note that it "Requires Signature".
11.	Click the Actions list. 



The screenshot shows the AAFES iSupplier Portal interface. At the top, there are navigation links for Home, Orders, Shipments, and Admin. Below this, the current page is identified as 'Purchase Orders' with a breadcrumb trail: Home > Purchase Orders >. The main content area displays a 'Standard Purchase Order: 730000663, 0 (Total USD 14,985.00)'. A dropdown menu is open over the 'Actions' section, with 'Sign Document' highlighted. Other actions include 'View Change History', 'View PDF', 'View Receipts', and 'View Shipments'. The 'Order Information' section is divided into 'General' and 'Terms and Conditions'. The 'General' section includes fields for Total (14,985.00), Supplier (DELL COMPUTER CORP), Supplier Site (16862010), Address (1817 WEST BRAKER LANE BLDG F AUSTIN, TX 787580000), Order Date (21-Dec-2009 11:12:14), Description (PZ-REZ-CAH-PCS), Status (Requires Signature), Note to Supplier, Operating Unit (AAFES Operating Unit), Sourcing Document, Supplier Order Number, and Attachments (None). The 'Terms and Conditions' section includes Payment Terms (NET 30), Carrier, FOB (Origin), Freight Terms, Shipping Control, Ship-To Address (3911 S WALTON WALKER BLVD DALLAS, TX 752360000), and Bill-To Address (AAFES Accounts Payable PO Box 660261 Dallas, TX 75236-0261). Below this is the 'PO Details' section with a table showing one line item: 'COMPUTER, DESKTOP, DELL OPTIPLX 745' with a quantity of 15 and a price of 999. At the bottom, there are 'Return to Purchase Orders' and 'Actions' buttons.

Step	Action
12.	<p>Click the Sign Document list item.</p> <p>Also note the other actions that the Supplier can take here.</p> <p>Sign Document</p>

Order Information

General	Terms and Conditions	Summary
Total: 14,985.00	Payment Terms: NET 30	Total: 14,985.00
Supplier: DELL COMPUTER CORP	Carrier:	Received: 0.00
Supplier Site: 16862010	FOB: Origin	
Address: 1817 WEST BRAKER LANE BLDG F AUSTIN, TX 787580000	Freight Terms:	
Order Date: 21-Dec-2009 11:12:14	Shipping Control:	
Description: PZ-REZ-CAH-PCS	Ship-To Address	
Status: Requires Signature	Address: 3911 S WALTON WALKER BLVD DALLAS, TX 752360000	
Note to Supplier:	Bill-To Address	
Operating Unit: AAFES Operating Unit	Address: AAFES Accounts Payable PO Box 660261 Dallas, TX 75236-0261	
Sourcing Document:		
Supplier Order Number:		
Attachments: None		

PO Details

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
1	Goods	00070045		COMPUTER, DESKTOP, DELL OPTIPLEX 745	Each	15	999	14,985.00	Open		

Step	Action
13.	Click the Go button.

Standard Purchase Order 7300000663,0 requires your signature


From: Hill, Caron
To: MDELL@AAFES.COM
Sent: 21-Dec-2009 12:31:27
ID: 26904
Document: **Standard Purchase Order** Number: 7300000663,0
Supplier: DELL COMPUTER CORP
Contact: Buyer: Hill, Caron
Description: PZ-REZ-CAH-PCS

Click the attachments listed above to review the terms and conditions of the agreement. To complete the signature process, enter your comments, and then click Accept or Reject.

Response

Enter comments. If you reject the agreement, enter a rejection reason.

Step	Action
14.	Click in the Comments or Rejection Reason field.

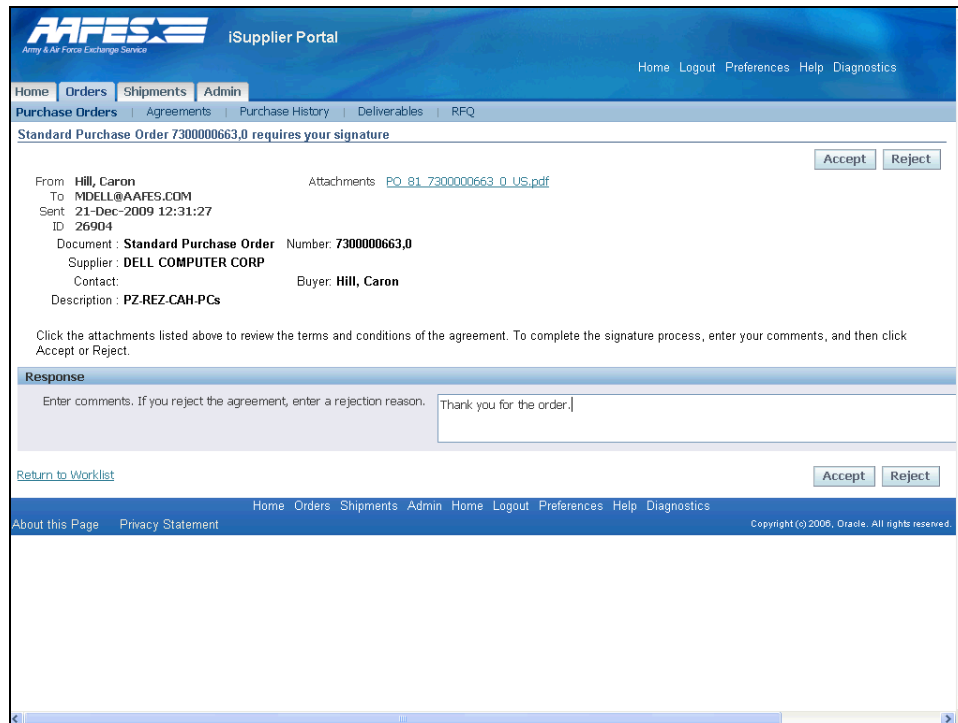



Accept/Reject Reason

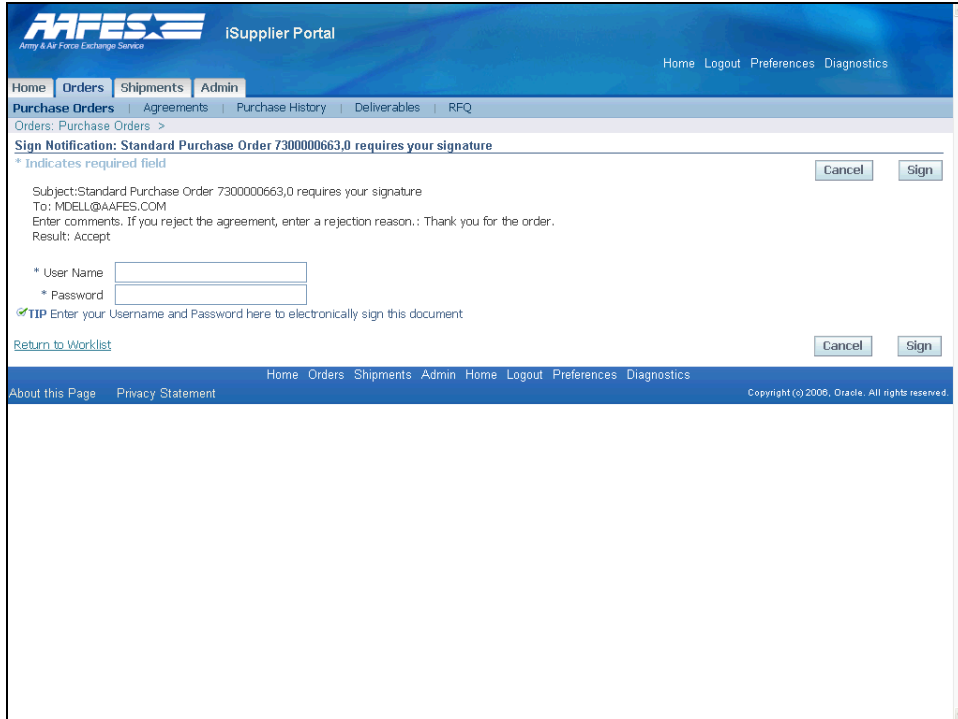
Note that you can Accept or Reject the SPO at this screen.

If rejecting, you **MUST** provide a rejection reason.

Step	Action
15.	Enter the comments into the Enter comments or rejection reason field. Enter " Thank you for the order. ".



Step	Action
16.	Click the Accept button. 



AAFES iSupplier Portal
Army & Air Force Exchange Service

Home Logout Preferences Diagnostics

Home Orders Shipments Admin

Purchase Orders | Agreements | Purchase History | Deliverables | RFQ

Orders: Purchase Orders >

Sign Notification: Standard Purchase Order 7300000663.0 requires your signature

* Indicates required field

Subject: Standard Purchase Order 7300000663.0 requires your signature
To: MDELL@AAFES.COM
Enter comments. If you reject the agreement, enter a rejection reason.: Thank you for the order.
Result: Accept

* User Name
* Password

TIP Enter your Username and Password here to electronically sign this document

Return to Worklist

Home Orders Shipments Admin Home Logout Preferences Diagnostics

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Step	Action
17.	Click in the User Name field. <input type="text"/>



Acknowledgement Signature

When creating a purchase order, AAFES can request acknowledgment of the purchase order. If so, you will receive a notification requiring your response. The purchase order may include a date by which you need to acknowledge or sign it.

You acknowledge purchase orders to communicate to AAFES that you have received, reviewed the details of, and accepted or rejected a purchase order. You can also communicate changes to the purchase order during acknowledgment.

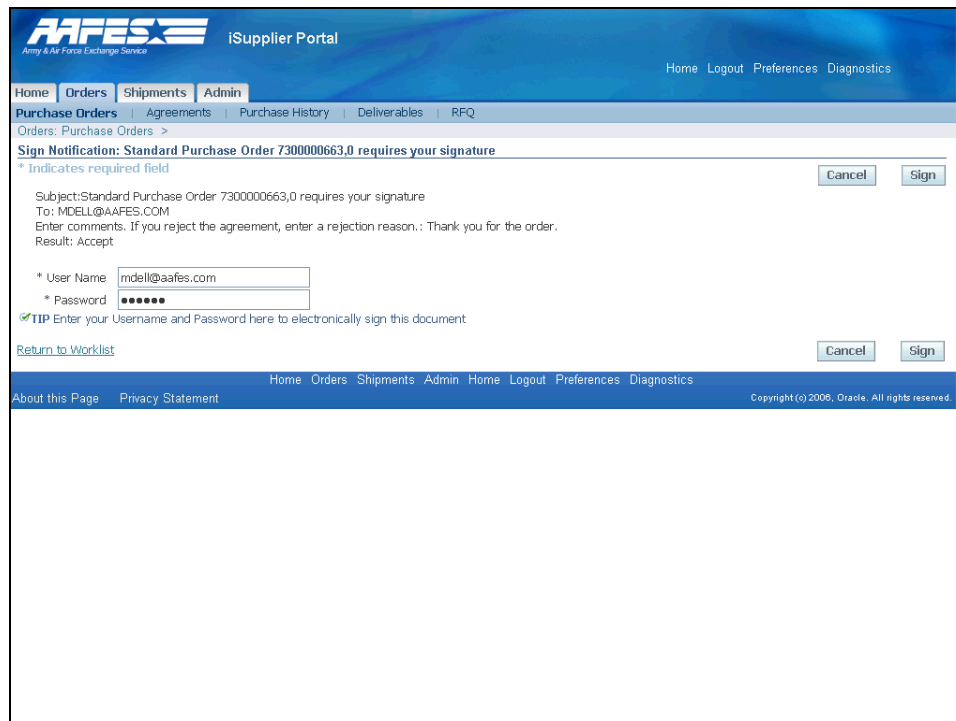
You can either acknowledge the order online, or accept or reject the order using the notification. When you respond, the purchase order is automatically updated, and a notice is sent to the buyer.


You can submit acknowledgments for an entire order, or for individual shipments. For example, if you can fulfill only part of a purchase order, accept the shipments you can fulfill, and reject the others (note that shipment level acknowledgement cannot be performed using the acknowledgement

notification).

To ensure only authorized persons sign this contractual agreement, the system requires that you enter your logon and password. This also provides electronic tracking of who actually signed the document.

Step	Action
18.	Enter the User Name into the User Name field. Enter " mdell@aafes.com ".
19.	Press [Tab] .
20.	Enter the password into the Password field. Enter " oracle ".



Step	Action
21.	Click the Sign button. 

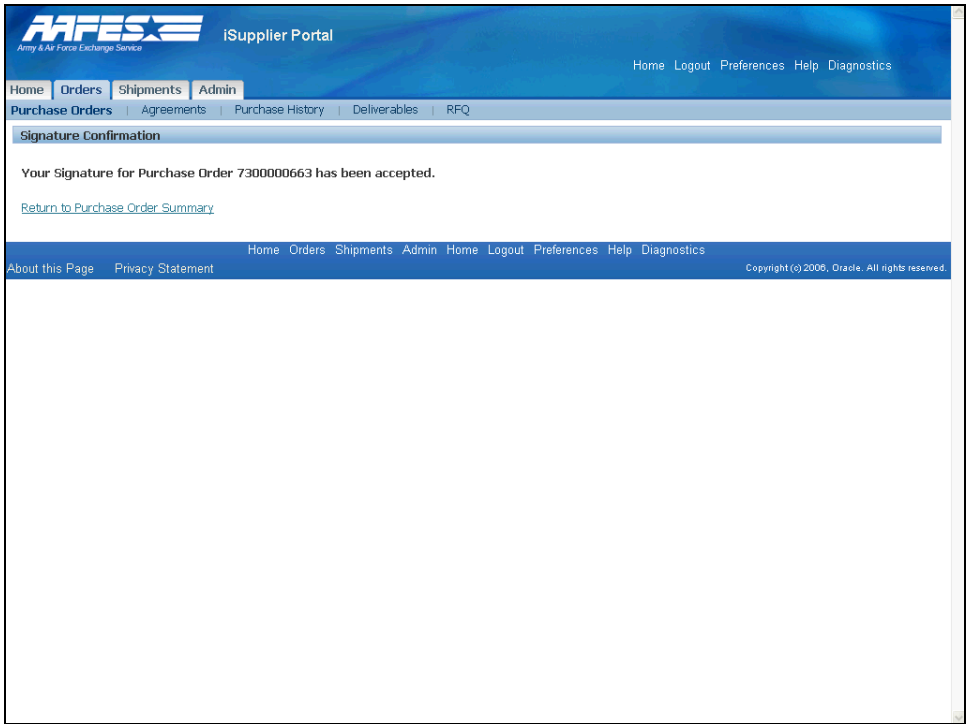


Signature Confirmation

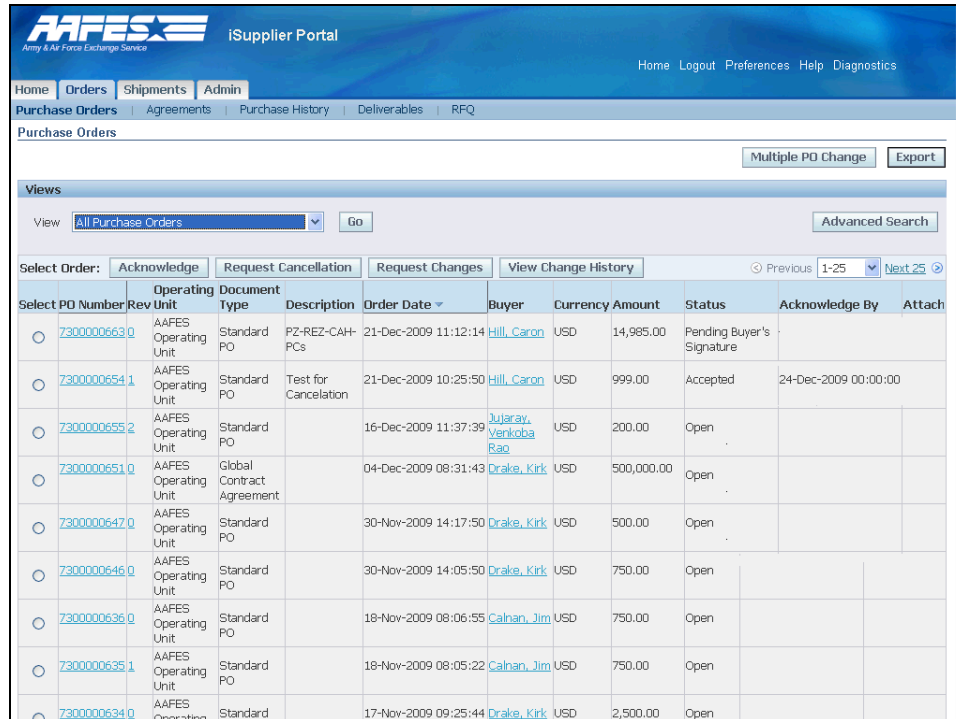
After completion of the signature on the Supplier's part, there will be a Confirmation screen indicating the agreement has been signed.

The document Status will show "Awaiting Buyer Signature". This agreement is still not complete as an AAFES Buyer/Contracting Officer (CO) must now electronically sign this contract .

Once signed by the AAFES Buyer/CO, an email and/or a notification will be sent to the Supplier stating that the signature has been accepted. The document Status will then show "Accepted"

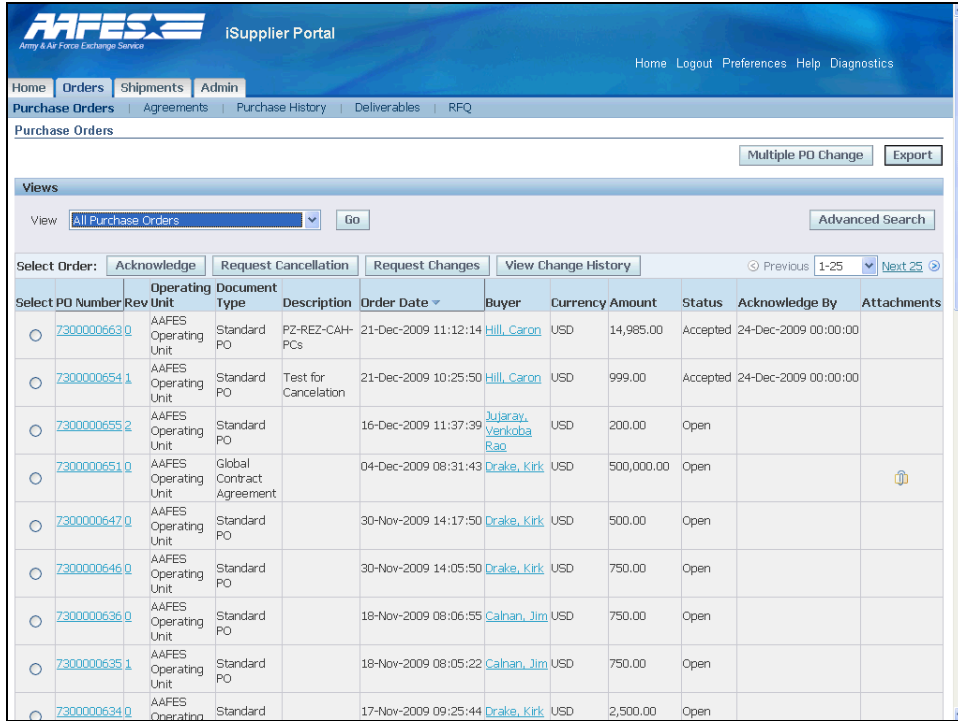



Step	Action
22.	Click the Return to Purchase Order Summary link. Return to Purchase Order Summary



Select	PO Number	Rev	Unit	Operating Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attach
<input type="radio"/>	7300000663	0		AAFES Operating Unit Standard PO	FZ-REZ-CAH-PCS	21-Dec-2009 11:12:14	Hill, Caron	USD	14,985.00	Pending Buyer's Signature		
<input type="radio"/>	7300000654	1		AAFES Operating Unit Standard PO	Test for Cancellation	21-Dec-2009 10:25:50	Hill, Caron	USD	999.00	Accepted	24-Dec-2009 00:00:00	
<input type="radio"/>	7300000655	2		AAFES Operating Unit Standard PO		16-Dec-2009 11:37:39	Bujaraj, Venkoba Rao	USD	200.00	Open		
<input type="radio"/>	7300000651	0		AAFES Operating Unit Global Contract Agreement		04-Dec-2009 08:31:43	Drake, Kirk	USD	500,000.00	Open		
<input type="radio"/>	7300000642	0		AAFES Operating Unit Standard PO		30-Nov-2009 14:17:50	Drake, Kirk	USD	500.00	Open		
<input type="radio"/>	7300000646	0		AAFES Operating Unit Standard PO		30-Nov-2009 14:05:50	Drake, Kirk	USD	750.00	Open		
<input type="radio"/>	7300000636	0		AAFES Operating Unit Standard PO		18-Nov-2009 08:06:55	Cahan, Jim	USD	750.00	Open		
<input type="radio"/>	7300000635	1		AAFES Operating Unit Standard PO		18-Nov-2009 08:05:22	Cahan, Jim	USD	750.00	Open		
<input type="radio"/>	7300000634	0		AAFES Operating Unit Standard PO		17-Nov-2009 09:25:44	Drake, Kirk	USD	2,500.00	Open		

Step	Action
23.	<p>Point to the Pending Buyer's Signature object.</p> <p>Note the change in status showing that the Contracting Officer needs to sign the acceptance.</p>



Select	PO Number	Rev Unit	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	7300000663	0	AAFES Operating Unit	Standard PO	FZ-REZ-CAH-PCS	21-Dec-2009 11:12:14	Hill, Caron	USD	14,985.00	Accepted	24-Dec-2009 00:00:00	
<input type="radio"/>	7300000654	1	AAFES Operating Unit	Standard PO	Test for Cancellation	21-Dec-2009 10:25:50	Hill, Caron	USD	999.00	Accepted	24-Dec-2009 00:00:00	
<input type="radio"/>	7300000655	2	AAFES Operating Unit	Standard PO		16-Dec-2009 11:37:39	Dujaray, Venkoba Rao	USD	200.00	Open		
<input type="radio"/>	7300000651	0	AAFES Operating Unit	Global Contract Agreement		04-Dec-2009 08:31:43	Drake, Kirk	USD	500,000.00	Open		
<input type="radio"/>	7300000642	0	AAFES Operating Unit	Standard PO		30-Nov-2009 14:17:50	Drake, Kirk	USD	500.00	Open		
<input type="radio"/>	7300000646	0	AAFES Operating Unit	Standard PO		30-Nov-2009 14:05:50	Drake, Kirk	USD	750.00	Open		
<input type="radio"/>	7300000636	0	AAFES Operating Unit	Standard PO		18-Nov-2009 08:06:55	Cahan, Jim	USD	750.00	Open		
<input type="radio"/>	7300000635	1	AAFES Operating Unit	Standard PO		18-Nov-2009 08:05:22	Cahan, Jim	USD	750.00	Open		
<input type="radio"/>	7300000634	0	AAFES Operating Unit	Standard PO		17-Nov-2009 09:25:44	Drake, Kirk	USD	2,500.00	Open		

Step	Action
24.	Point to the Accepted object. Note the change in status after the Contracting Officer has signed the acceptance..

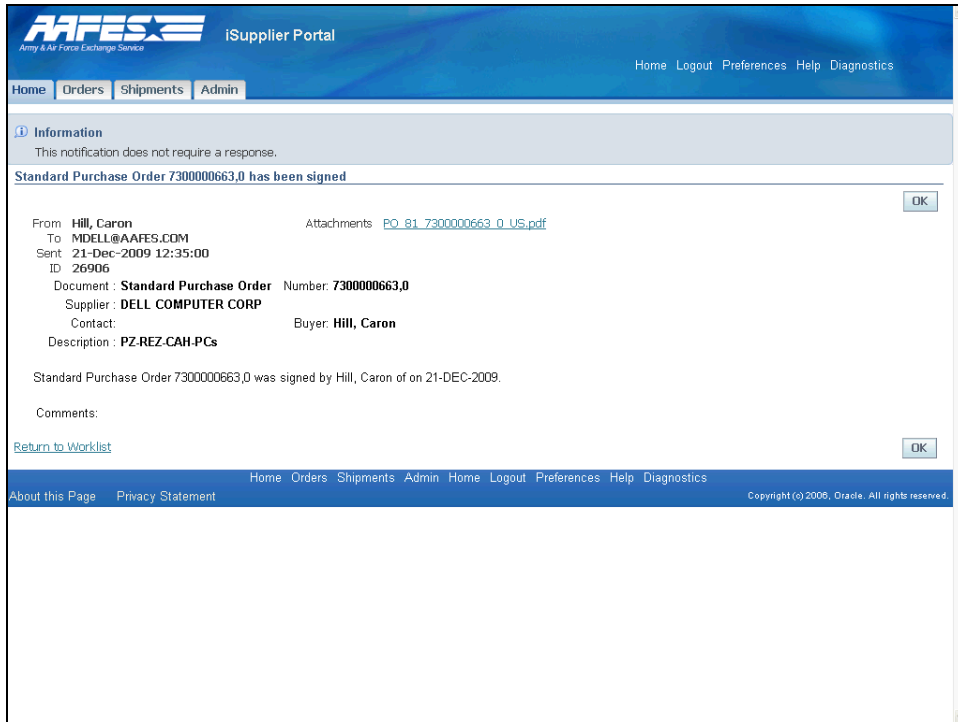
The screenshot shows the AAFES iSupplier Portal interface. At the top, there are navigation tabs for Home, Orders, Shipments, and Admin. Below this, there are links for Purchase Orders, Agreements, Purchase History, Deliverables, and RFQ. The main content area displays a list of Purchase Orders with columns for Select, PO Number, Rev Unit, Operating Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Acknowledge By, and Attachments. The list includes several POs with details such as PO numbers (e.g., 7300000663, 7300000654), descriptions (e.g., FZ-REZ-CAH-PCS, Test for Cancellation), and order dates.


Step	Action
25.	Click the Home link.

The screenshot shows the AAFES iSupplier Portal dashboard. It features a search bar for PO Number and a navigation menu with Home, Orders, Shipments, and Admin. The dashboard is divided into several sections:

- Notifications:** A list of recent notifications with columns for Subject and Date. Examples include "Standard Purchase Order 7300000654,1 has been signed" and "AAFES Operating Unit - Standard Purchase Order 7300000663,0".
- Orders At A Glance:** A summary table of orders with columns for PO Number, Description, and Order Date. It lists the same POs as the main screenshot.
- Shipments At A Glance:** A summary table of shipments with columns for Shipment Number, Shipment Date, and Packing Slip. It lists shipment numbers like 1-12172009-5 and 12345.
- Orders, Shipments, and Receipts:** Three vertical lists of links for further actions:
 - Orders:** Agreements, Purchase Orders, Purchase History.
 - Shipments:** Delivery Schedules, Overdue Receipts, Advance Shipment Notices.
 - Receipts:** Receipts, Returns, On-Time Performance.

Step	Action
26.	Click the Standard Purchase Order 7300000663,0 has been signed link. This is the notification you will receive to note the AAFES acceptance of the Acknowledgement Signature.



Step	Action
27.	Click the Home link. 
28.	End of Procedure.

Request Changes to Orders

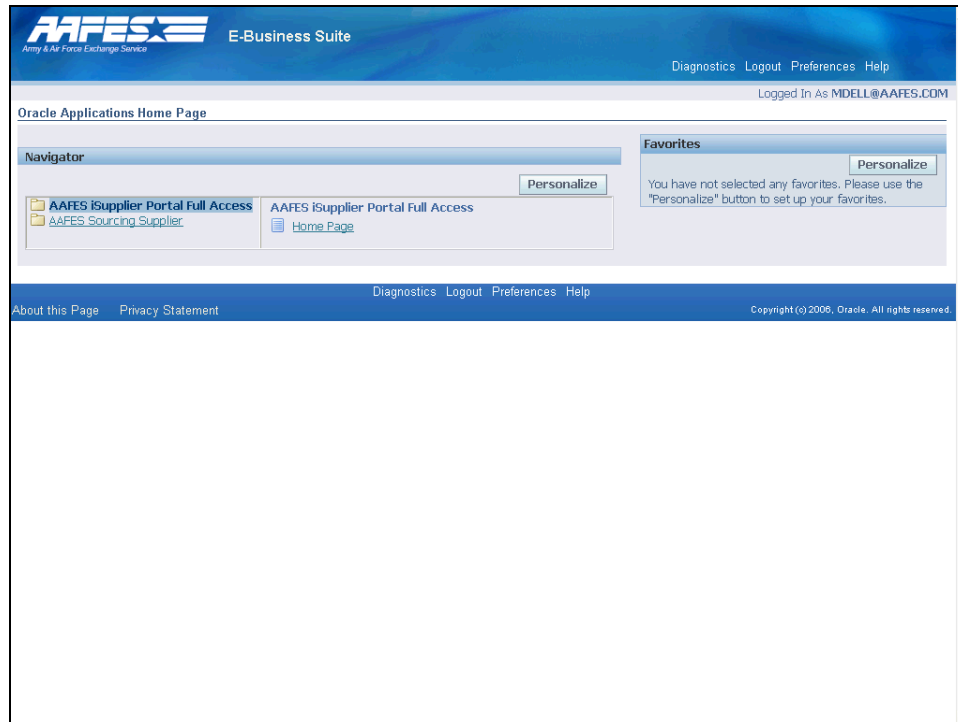
Procedure

Because of backorder product and the delivery schedule cannot be met, the Supplier wants to request a change of date on a Standard Purchase Order.

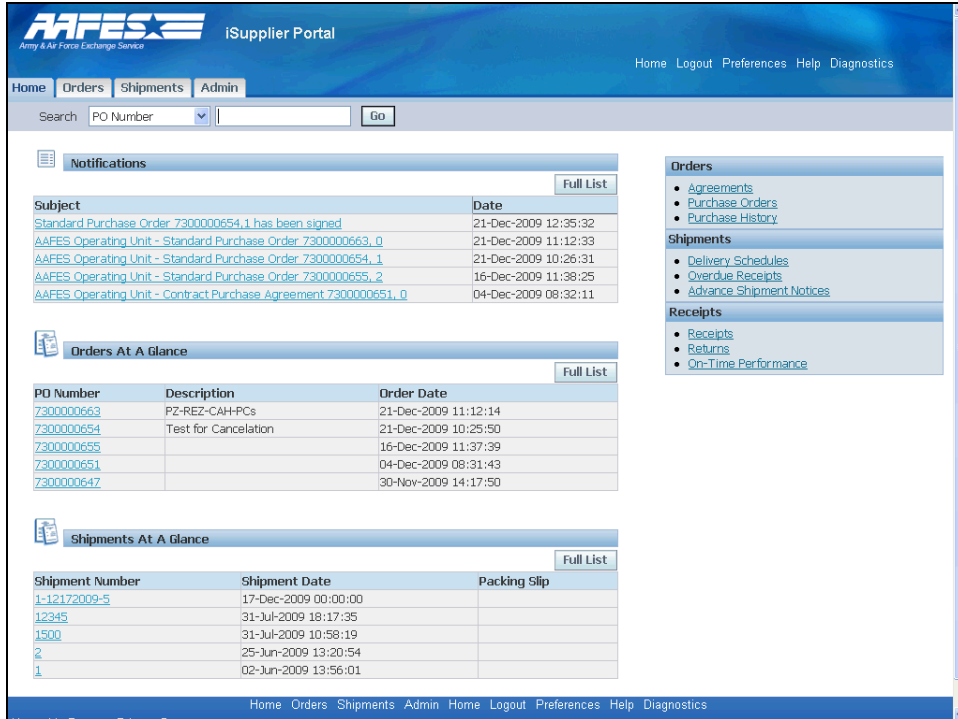
Goals:

- Review the Standard Purchase Order.

- Initiate the action to change the order.
- Review the order status to see if the AAFES Contracting Officer has been notified.



Step	Action
1.	Click the AAFES iSupplier Portal Full Access link. AAFES iSupplier Portal Full Access



The screenshot shows the AAFES iSupplier Portal with a search bar at the top. Below the search bar are three main sections: Notifications, Orders At A Glance, and Shipments At A Glance. Each section has a 'Full List' button. The Notifications section lists several purchase orders with their subjects and dates. The Orders At A Glance section lists orders with their PO numbers, descriptions, and order dates. The Shipments At A Glance section lists shipments with their numbers, dates, and packing slip information.

Step	Action
2.	<p>If you know the order number and do not see it on the Orders at a Glance, you can click the Full List or Search by PO Number.</p> <p>Click in the Search field.</p> <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 20px;"></div>
3.	<p>Enter the PO Number into the Search field. Enter "730000634".</p>

Notifications

Subject	Date
Standard Purchase Order 7300000654_1 has been signed	21-Dec-2009 12:35:32
AAFES Operating Unit - Standard Purchase Order 7300000653_0	21-Dec-2009 11:12:33
AAFES Operating Unit - Standard Purchase Order 7300000654_1	21-Dec-2009 10:26:31
AAFES Operating Unit - Standard Purchase Order 7300000655_2	16-Dec-2009 11:38:25
AAFES Operating Unit - Contract Purchase Agreement 7300000651_0	04-Dec-2009 08:32:11

Orders At A Glance

PO Number	Description	Order Date
7300000653	PZ-REZ-CAH-PCs	21-Dec-2009 11:12:14
7300000654	Test for Cancellation	21-Dec-2009 10:25:50
7300000655		16-Dec-2009 11:37:39
7300000651		04-Dec-2009 08:31:43
7300000647		30-Nov-2009 14:17:50

Shipments At A Glance

Shipment Number	Shipment Date	Packing Slip
1-12172009-5	17-Dec-2009 00:00:00	
12345	31-Jul-2009 18:17:35	
1500	31-Jul-2009 10:58:19	
2	25-Jun-2009 13:20:54	
1	02-Jun-2009 13:56:01	

Step	Action
4.	Click the Go button.

Purchase Orders

Multiple PO Change | Export

Advanced Search

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 []
 Document Type is []
 Order Date is []
 Buyer is []


Go Clear Add Another Acknowledgement Status Add

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	Acknowledge	Attachments
<input type="radio"/> 7300000634_0	AAFES Operating Unit	Standard PO		17-Nov-2009 09:25:44	Drake, Kirk	USD	2,500.00	Open		

Multiple PO Change | Export

Step	Action
5.	Open the PO to see the details. Click the 7300000634 link. 7300000634

 **Request Changes**



Oracle iSupplier Portal enables you to request changes to purchase orders when modifications are needed to fulfill an order. You can make changes during and after acknowledgment.

Changes can be requested two ways:

- Accessing the PO and choosing from Request Changes from the Action list
- Selecting the PO and clicking on the Request Changes button

Step	Action
6.	Click the Show All Details link. Show All Details

The screenshot displays the AAFES iSupplier Portal interface. At the top, there is a navigation bar with links for Home, Orders, Shipments, and Admin. Below this, a breadcrumb trail shows 'Home > Purchase Orders >'. The main content area is titled 'Standard Purchase Order: 730000634, 0 (Total USD 2,500.00)'. It includes a 'Currency=USD' label and an 'Actions' dropdown menu set to 'Request Changes', with 'Go' and 'Export' buttons. The 'Order Information' section is divided into three columns: General, Terms and Conditions, and Summary. The General column lists details like Total (2,500.00), Supplier (DELL COMPUTER CORP), and Order Date (17-Nov-2009 09:25:44). The Terms and Conditions column lists Payment Terms (NET 30) and Ship-To Address (3911 S WALTON WALKER BLVD, DALLAS, TX 75236-1598). The Summary column shows Total (2,500.00) and Received (0.00). Below this is the 'PO Details' section, which includes a table with columns for Details Line, Type, Item/Job, Supplier Item Description, UOM, Qty, Price, Amount, Status, Attachments, and Reason. A single line item is visible: Line 1, Type Goods, Item/Job 00070044, Supplier Item Description 'Computer, Desktop, Dell Optiplex 755', UOM Each, Qty 5, Price 500, Amount 2,500.00, Status Open. At the bottom, there is a 'Shipments' section with a table for tracking shipment locations, quantities, amounts, and dates.

Step	Action
7.	Click the Down button of the scrollbar. 
8.	Click the Actions list. 

Currency=USD

Actions: Request Changes (dropdown), Go, Export

Order Information

General

Total: 2,500.00
 Supplier: DELL COMPUTER CORP
 Supplier Site: 16962010
 Address: 1817 WEST BRAKER LANE BLDG F AUSTIN, TX 787580000
 Order Date: 17-Nov-2009 09:25:44
 Description: Open
 Note to Supplier: AAFES Operating Unit
 Operating Unit: AAFES Operating Unit
 Sourcing Document:
 Supplier Order Number:
 Attachments: None

Terms and Conditions

Payment Terms: NET 30
 Carrier:
 FOB: Origin
 Freight Terms:
 Shipping Control:
 Ship-To Address: 3911 S WALTON WALKER BLVD DALLAS, TX 75236-1598
 Bill-To Address: AAFES Accounts Payable PO Box 660261 Dallas, TX 75236-0261

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	00070044	Computer, Desktop, Dell Optiplex 755	Each	5	500	2,500.00	Open		

Shipments

Shipment Location	Ship-To	Qty		Amount		Promised Date	Need-By Date	Status	Supplier Line	Split Reason	Requestor	Attachments
		Ordered	Received	Ordered	Received							
1	3730441500	5		2,500.00			17-Dec-2009 00:00:00	Closed For Invoice				Drake, Kirk

Return to Purchase Orders

Actions: Request Changes (dropdown), Go, Export

Home Orders Shipments Admin Home Logout Preferences Help Diagnostics

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Step	Action
9.	<p>Click the Request Changes list item.</p> <p>Notice that you can also initiate a Request for Cancellation here.</p> <p>Request Changes</p>

Currency=USD Actions [Request Changes](#) [Go](#) [Export](#)

Order Information

<p>General</p> <p>Total 2,500.00 Supplier DELL COMPUTER CORP Supplier Site 16862010 Address 1817 WEST BRAKER LANE BLDG F AUSTIN, TX 787580000 Order Date 17-Nov-2009 09:25:44 Description Status Open Note to Supplier Operating Unit AAFES Operating Unit Sourcing Document Supplier Order Number Attachments None</p>	<p>Terms and Conditions</p> <p>Payment Terms NET 30 Carrier FOB Origin Freight Terms Shipping Control</p> <p>Ship-To Address</p> <p>Address 3911 S WALTON WALKER BLVD DALLAS, TX 75236-1598</p> <p>Bill-To Address</p> <p>Address AAFES Accounts Payable PO Box 660261 Dallas, TX 75236-0261</p>	<p>Summary</p> <p>Total 2,500.00 Received 0.00</p>
---	---	--

PO Details

[Show All Details](#) | [Hide All Details](#)




Details Line	Type	Item/Job	Supplier Item Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
Hide 1	Goods	00070044	Computer, Desktop, Dell Optiplex 755	Each	5	500	2,500.00	Open		

Shipments

Shipment Location	Ship-To		Qty		Amount		Promised Date	Need-By Date	Status	Supplier Line	Split Reason	Requestor	Attachments
	Location	Address	Ordered	Received	Ordered	Received							
1	3730441500		5		2,500.00			17-Dec-2009 00:00:00	Closed For Invoice				Drake, Kirk

[Return to Purchase Orders](#) Actions [Request Changes](#) [Go](#) [Export](#)

Home Orders Shipments Admin Home Logout Preferences Help Diagnostics
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Step	Action
10.	Click the Go button. 
11.	Click the Show All link. 
12.	Click the Down button of the scrollbar. 

Status: **Open** Bill-To Address

Note to Supplier
Sourcing Document
Organization: **AAFES Operating Unit**
Supplier Order Number:
Attachments: **None**

Address: **AAFES Accounts Payable**
PO Box 660261
Dallas, TX 75236-0261

PO Details

✓TIP You can cancel the entire order or specific lines.
✓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	Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agr
<input type="checkbox"/> Hide 1	Goods	00070044		<input type="text"/>	Computer, Desktop, Dell Optiplex 755	Each	5	500	2,500.00					Open	7300000415

Shipments



Shipment	Ship-To Location	Quantity Ordered	Quantity Received	Amount Received	Amount Promised	Promise Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date
1	3730441500	5			2,500.00	<input type="text"/>	17-Dec-2009 00:00:00	<input type="text"/>			

Additional Change Requests

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

[Return to Orders: Purchase Orders](#)

Home Orders Shipments Admin Home Logout Preferences Help Diagnostics
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Step	Action
13.	Click the Right button of the scrollbar. 
14.	Click in the Promise Date field. <input type="text"/>
15.	Enter the date into the Promise Date field. Enter " 14-jan-2010 ".
16.	Click in the Reason field. <input type="text"/>
17.	Enter the reason into the Reason field. Enter " Backordered- cannot meet delivery date ".
18.	Click the Action list. 
19.	Click the Change list item. <input type="button" value="Change"/>

Bill-To Address

Address AAFES Accounts Payable
PO Box 660261
Dallas, TX 75236-0261

a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
<input type="checkbox"/>	Computer, Desktop, Dell Optiplex 755	Each	5	500	2,500.00					Open	7300000415			

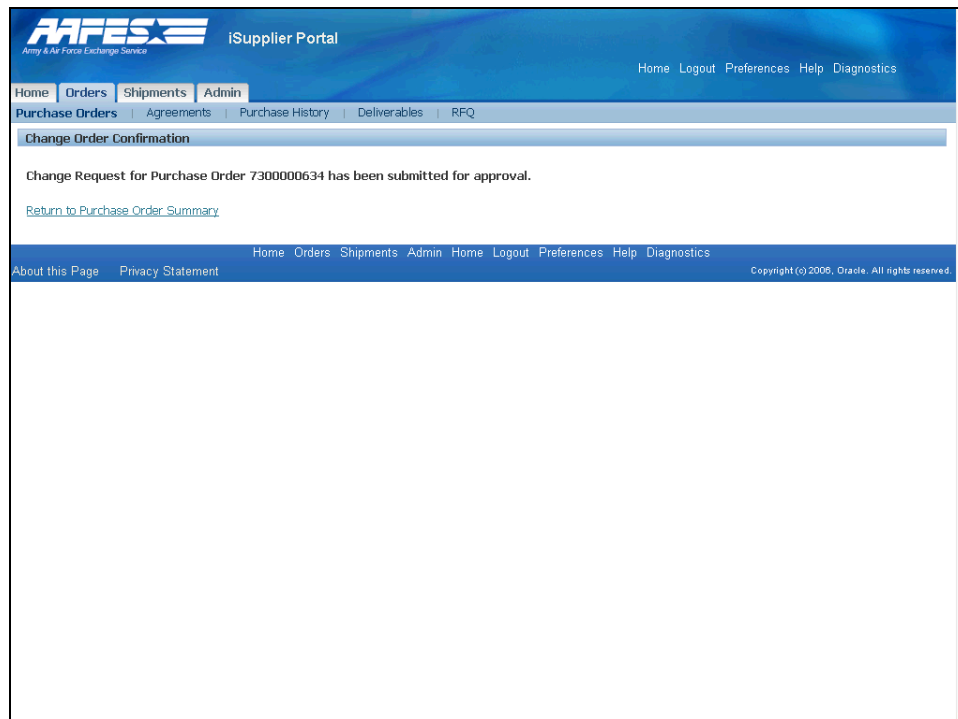
Amount	Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
		2,500.00	14-Jan-2010 00:00	17-Dec-2009 00:00:00					Closed For Invoice		Backordered	Change

that have been submitted above, you can specify them here

[Shipments](#)
[Admin](#)
[Home](#)
[Logout](#)
[Preferences](#)
[Help](#)
[Diagnostics](#)

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Step	Action
20.	Click the Submit button. <input type="button" value="Submit"/>



AAFES iSupplier Portal
Army & Air Force Exchange Service

Home Logout Preferences Help Diagnostics

Home Orders Shipments Admin

Purchase Orders Agreements Purchase History Deliverables RFQ


Change Order Confirmation

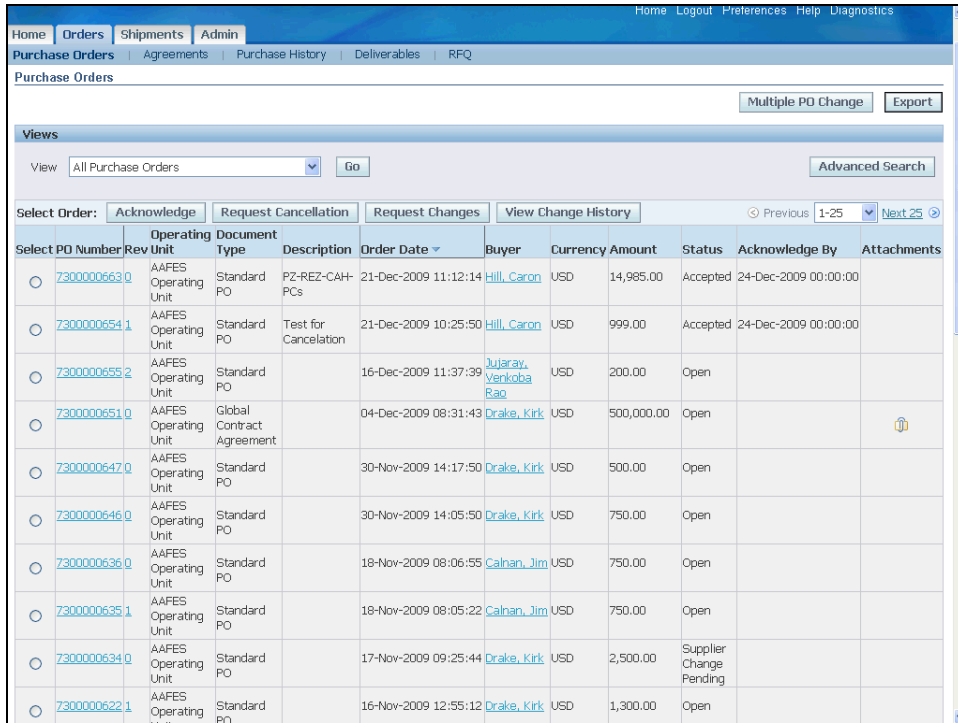
Change Request for Purchase Order 7300000634 has been submitted for approval.


[Return to Purchase Order Summary](#)


Home Orders Shipments Admin Home Logout Preferences Help Diagnostics

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Step	Action
21.	Click the Return to Purchase Order Summary link. Return to Purchase Order Summary
22.	Click the Down button of the scrollbar. 



Select PO Number	Rev	Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
7300000663	0		Standard PO	PZ-REZ-CAH-PCs	21-Dec-2009 11:12:14	Hill, Caron	USD	14,985.00	Accepted	24-Dec-2009 00:00:00	
7300000654	1		Standard PO	Test for Cancellation	21-Dec-2009 10:25:50	Hill, Caron	USD	999.00	Accepted	24-Dec-2009 00:00:00	
7300000655	2		Standard PO		16-Dec-2009 11:37:39	Ujeray, Venkoba Rao	USD	200.00	Open		
7300000651	0		Global Contract Agreement		04-Dec-2009 08:31:43	Drake, Kirk	USD	500,000.00	Open		
7300000647	0		Standard PO		30-Nov-2009 14:17:50	Drake, Kirk	USD	500.00	Open		
7300000646	0		Standard PO		30-Nov-2009 14:05:50	Drake, Kirk	USD	750.00	Open		
7300000636	0		Standard PO		18-Nov-2009 08:06:55	Cahnan, Jim	USD	750.00	Open		
7300000635	1		Standard PO		18-Nov-2009 08:05:22	Cahnan, Jim	USD	750.00	Open		
7300000634	0		Standard PO		17-Nov-2009 09:25:44	Drake, Kirk	USD	2,500.00	Supplier Change Pending		
7300000622	1		Standard PO		16-Nov-2009 12:55:12	Drake, Kirk	USD	1,300.00	Open		

Step	Action
23.	Note the Supplier Change Pending object. The AAFES Contracting Officer will receive a notification and respond (accept/reject) to the change. 
24.	End of Procedure.

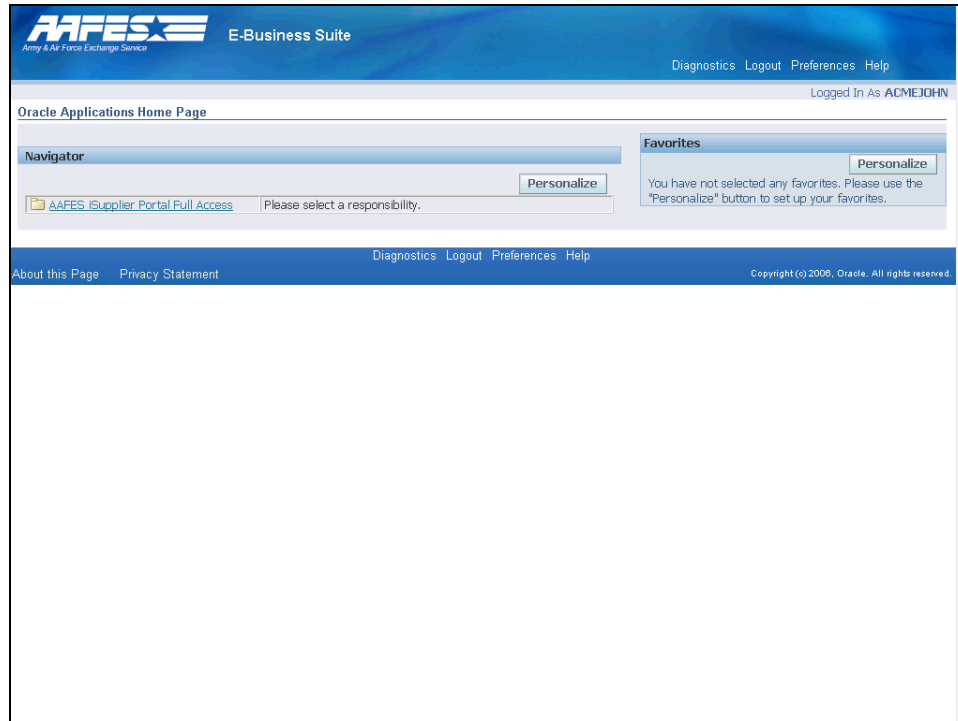
Reviewing Invoice Payments

Procedure

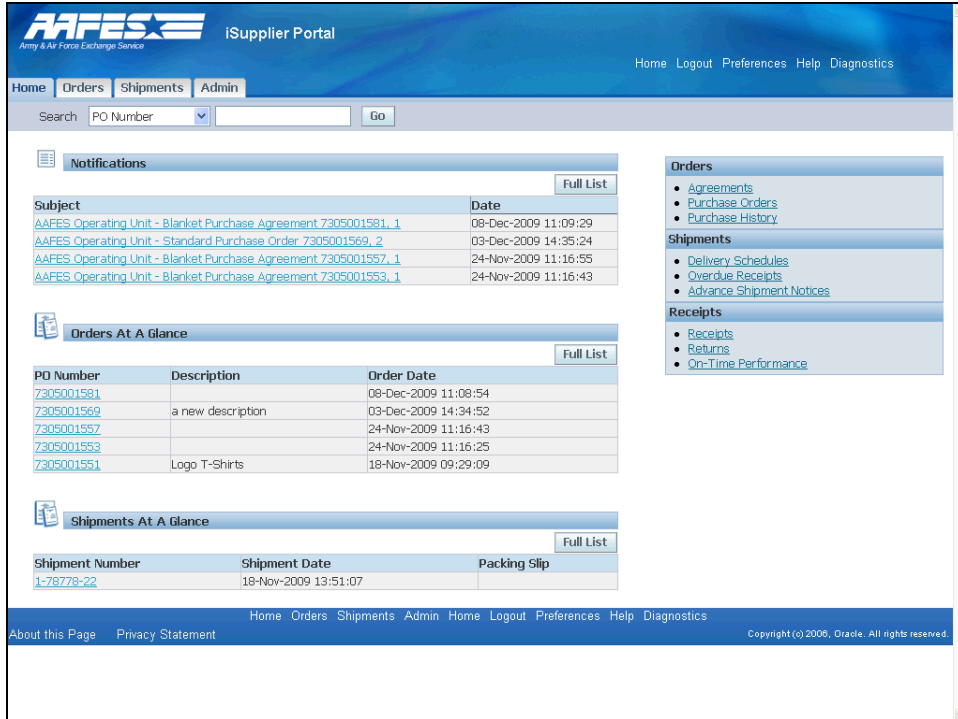
The Supplier wants to look up the invoice and payment information in iSupplier.

Goals:

- Locate the order
- Find the attachment which contains the invoice information



Step	Action
1.	Click the AAFES iSupplier Portal Full Access link. AAFES iSupplier Portal Full Access



The screenshot shows the AAFES iSupplier Portal interface. At the top, there is a navigation bar with 'Home', 'Orders', 'Shipments', and 'Admin' tabs. Below this is a search bar with a dropdown menu set to 'PO Number' and a 'Go' button. The main content area is divided into several sections:

- Notifications:** A table with columns 'Subject' and 'Date'. It lists several notifications related to purchase agreements and orders.
- Orders At A Glance:** A table with columns 'PO Number', 'Description', and 'Order Date'. It lists several purchase orders, including one for 'Logo T-Shirts'.
- Shipments At A Glance:** A table with columns 'Shipment Number', 'Shipment Date', and 'Packing Slip'. It lists one shipment with number '1-78778-22'.
- Orders, Shipments, and Receipts:** Three vertical lists of links for further actions like 'Agreements', 'Purchase Orders', 'Purchase History', 'Delivery Schedules', 'Overdue Receipts', 'Advance Shipment Notices', 'Receipts', 'Returns', and 'On-Time Performance'.

At the bottom of the page, there is a footer with 'About this Page', 'Privacy Statement', and 'Copyright (c) 2006, Oracle. All rights reserved.'

Step	Action
2.	<p>First you must find the Order number related to the invoice in question.</p> <p>Click in the Search field.</p> <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 20px;"></div>
3.	<p>Enter the PO Number into the Search field. Enter "7305001551".</p>

Notifications

Subject	Date
AAFES Operating Unit - Blanket Purchase Agreement 7305001581_1	08-Dec-2009 11:09:29
AAFES Operating Unit - Standard Purchase Order 7305001569_2	03-Dec-2009 14:35:24
AAFES Operating Unit - Blanket Purchase Agreement 7305001557_1	24-Nov-2009 11:16:55
AAFES Operating Unit - Blanket Purchase Agreement 7305001553_1	24-Nov-2009 11:16:43

Orders At A Glance

PO Number	Description	Order Date
7305001581		08-Dec-2009 11:09:54
7305001569	a new description	03-Dec-2009 14:34:52
7305001557		24-Nov-2009 11:16:43
7305001553		24-Nov-2009 11:16:25
7305001551	Logo T-Shirts	18-Nov-2009 09:29:09

Shipments At A Glance

Shipment Number	Shipment Date	Packing Slip
1-78778-22	18-Nov-2009 13:51:07	

Step	Action
4.	Click the Go button.

Purchase Orders

Multiple PO Change | Export

Advanced Search

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
 Document Type is
 Order Date is
 Buyer is


Go Clear Add Another Acknowledgement Status Add

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	Acknowledge	Attachments
<input checked="" type="radio"/> 7305001551_1	AAFES Operating Unit	Standard PO	Logo T-Shirts	18-Nov-2009 09:29:09	Hollowell, Brian	USD	3,753.00	Closed		

Multiple PO Change | Export

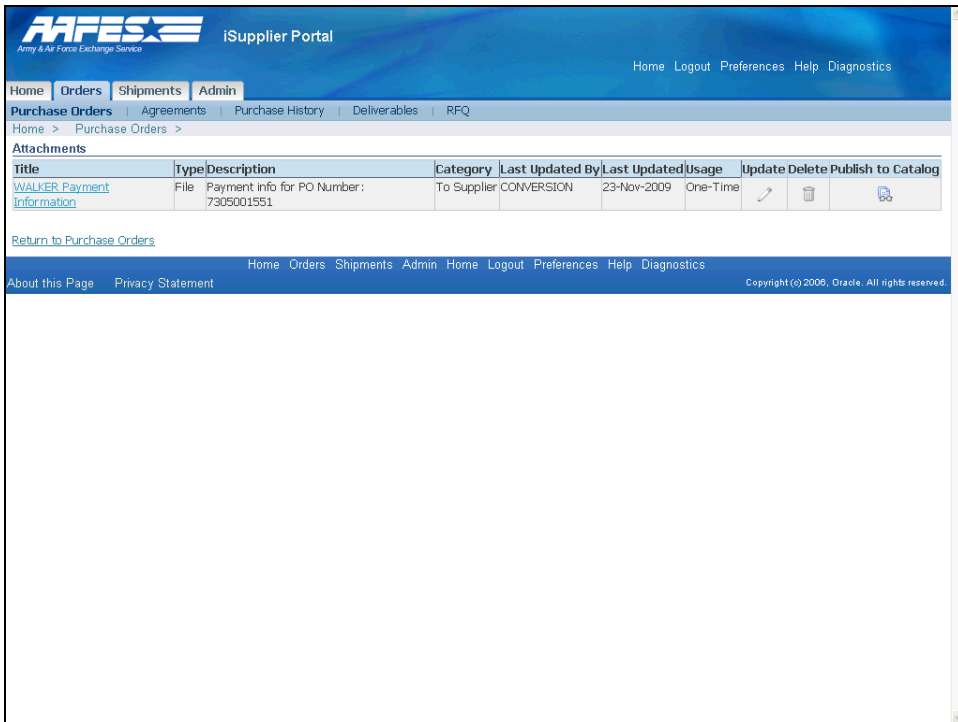
Step	Action
5.	<p>The invoice information is in an attachment that will be located on this search screen.</p> <p>Click the Attachments graphic.</p> 




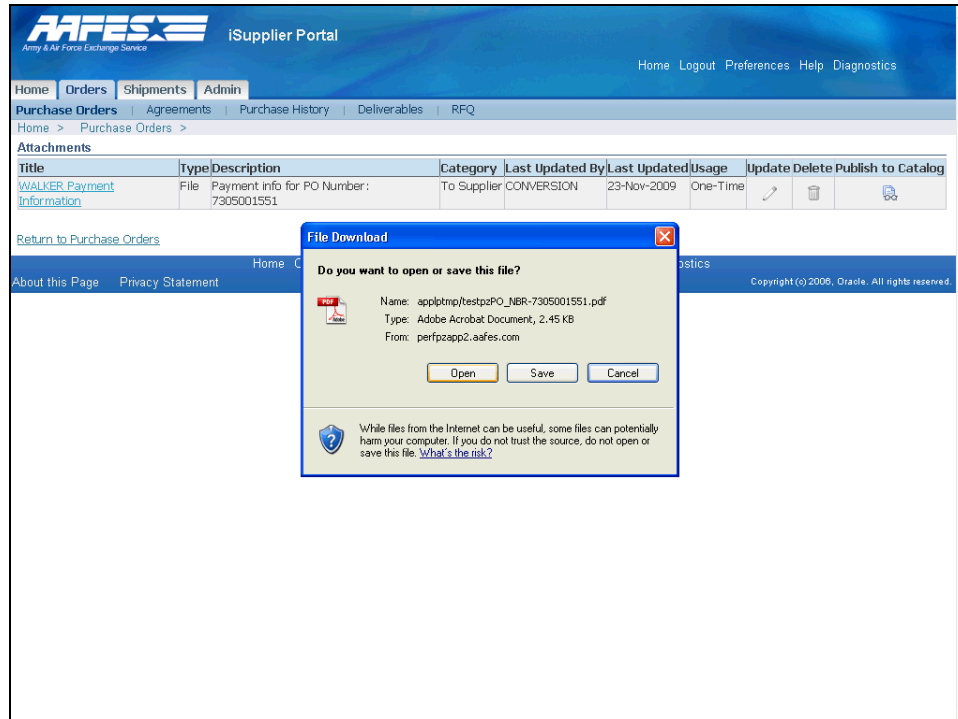
Invoice Payments


The attachment will be the invoice information for this specific Purchase Order.

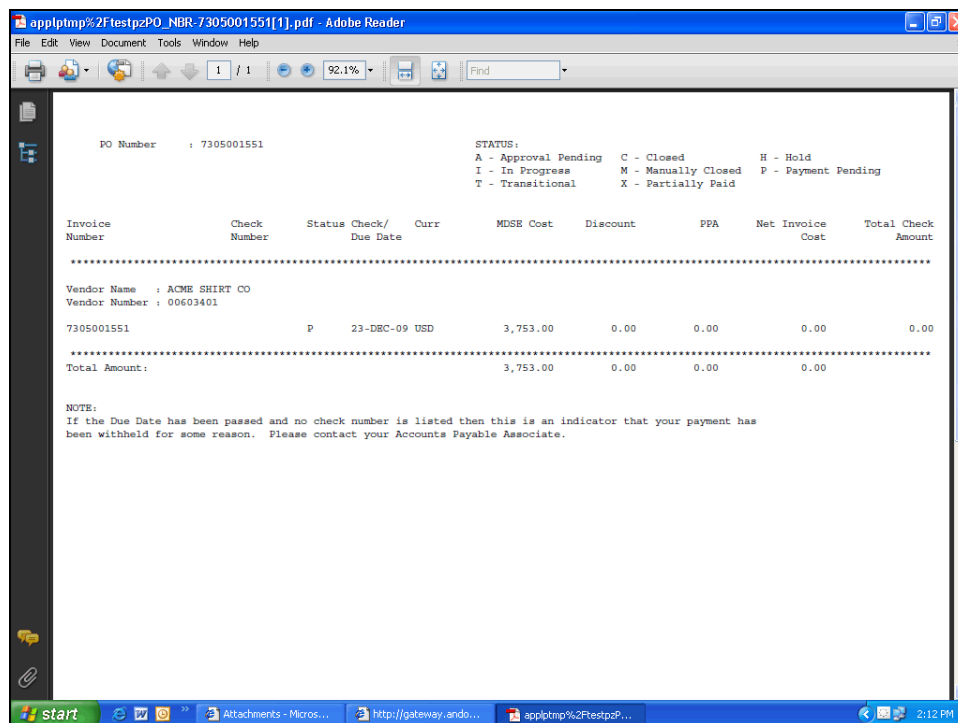
For a listing of all invoices the Supplier should go to the Payment Inquiry region of Partners. Call the Help Desk for access to this application.




Step	Action
6.	<p>Walker is the name of the AAFES AP system.</p> <p>Click the WALKER Payment Information link.</p> 



Step	Action
7.	Click the Open button. 



Step	Action
8.	Review the invoice information. Click the Close button. 



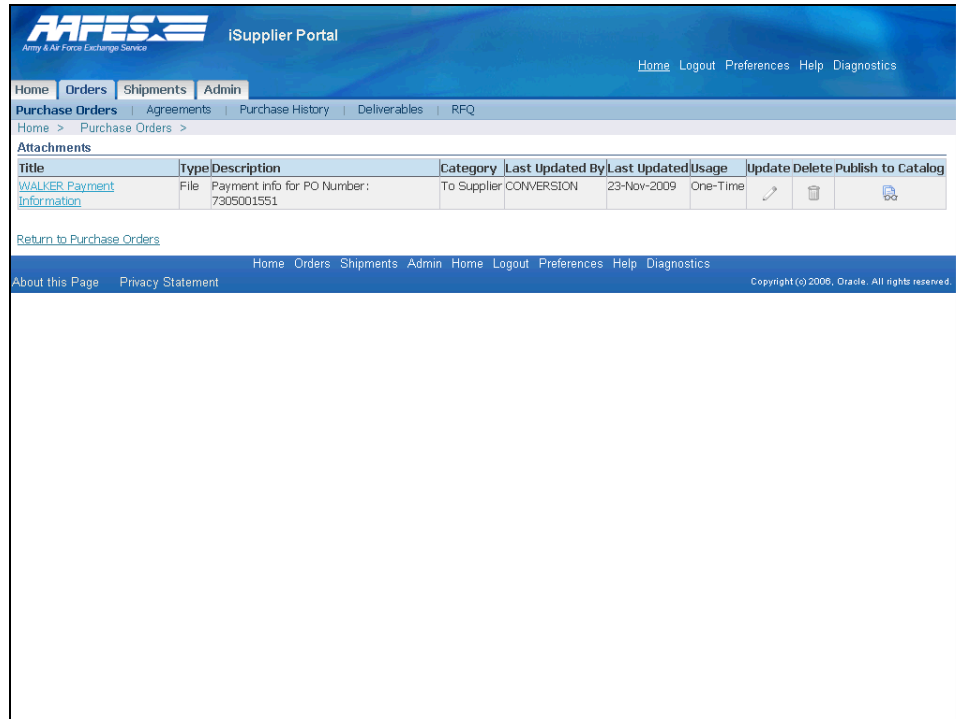
Invoice


The attachment contains information regarding your payment such as:

- PO number
- Invoice number
- Vendor/Supplier name and number
- Payment status
- Check number (if paid)
- Check date, if paid, or due date if pending
- Currency
- Merchandise amount
- Cash discount taken (if applicable)
- Prompt Payment Act (PPA) interest
- Total paid for invoice

There are several payment statuses:

- C - Closed, paid (should show a check number)
- P or H - Processed and pending payment
- I - In process in the AP system, but not yet authorized for payment



Step	Action
9.	Click the Home link. 
10.	End of Procedure.

Shipments

Managing Shipments with Advance Shipment Notices

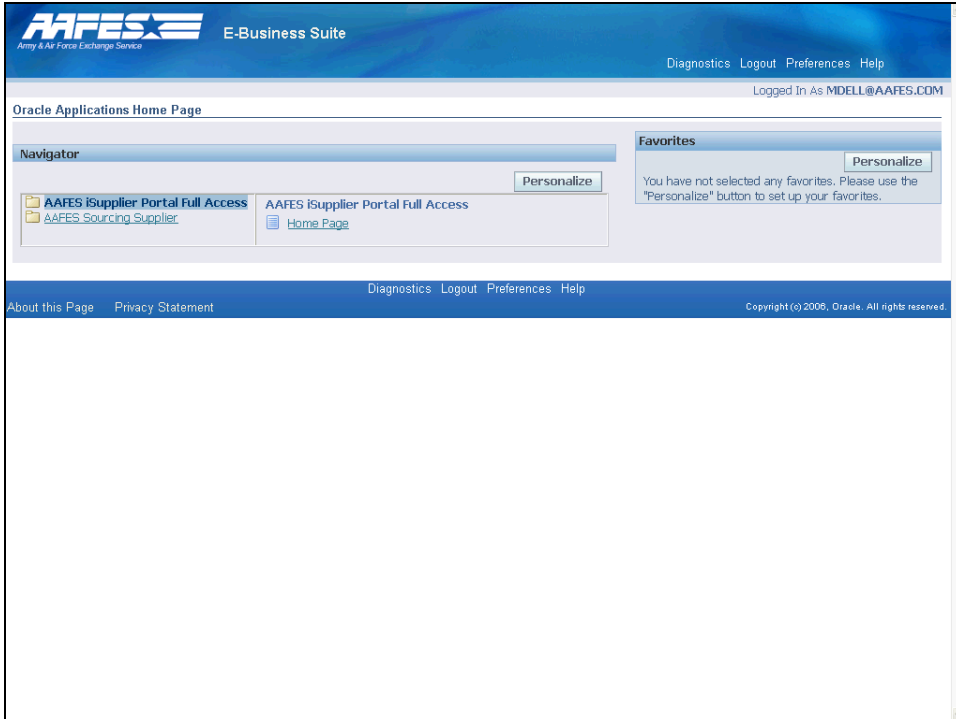
Procedure

The Supplier wants to manage shipments to AAFES and to alert AAFES of shipments in route.

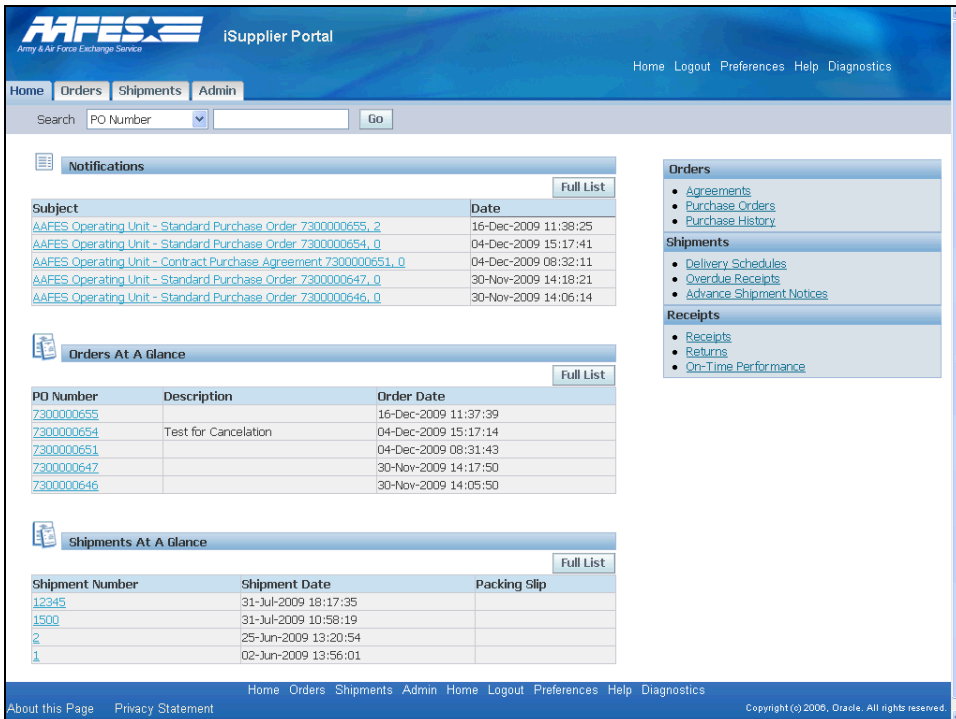
Goals:

- Search shipments due any time
- Search for shipments due for the current week
- Create an Advanced Shipment Notice (ASN)

Training Guide iSupplier



Step	Action
1.	Click the AAFES iSupplier Portal Full Access link. AAFES iSupplier Portal Full Access



Step	Action
2.	Click the Advance Shipment Notices link. Advance Shipment Notices

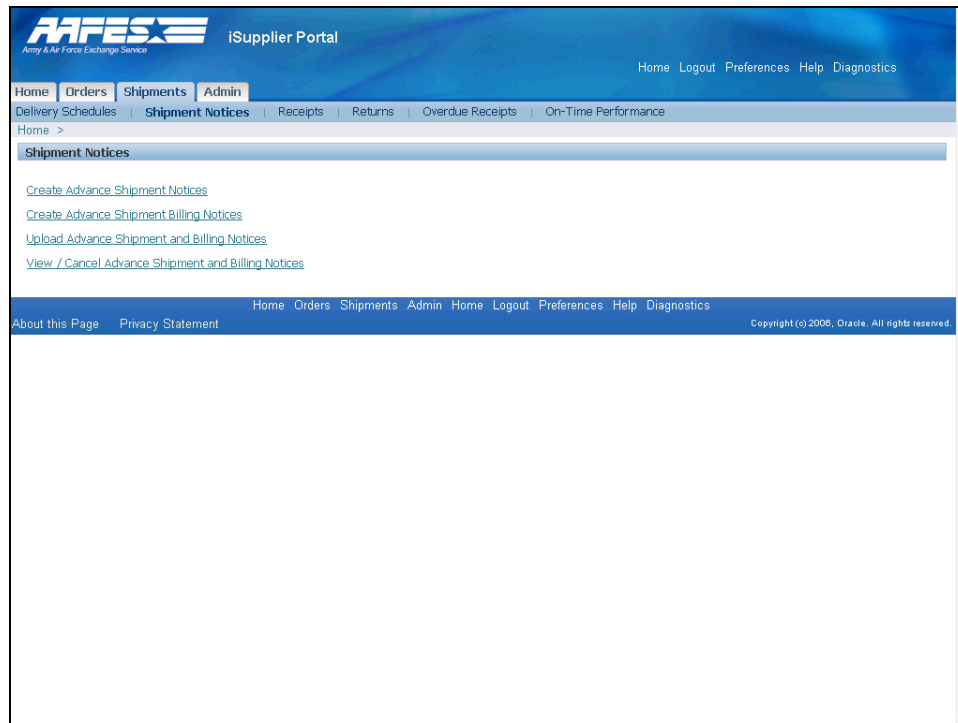


Shipments


Shipments can be managed at the top right of the home page by links that lead to 3 different pages:

- Deliver Schedules
- Overdue Receipts
- Advance Shipment Notices

At the bottom of the home page you can view Shipments At A Glance. This can be expanded by clicking on the Full List button.




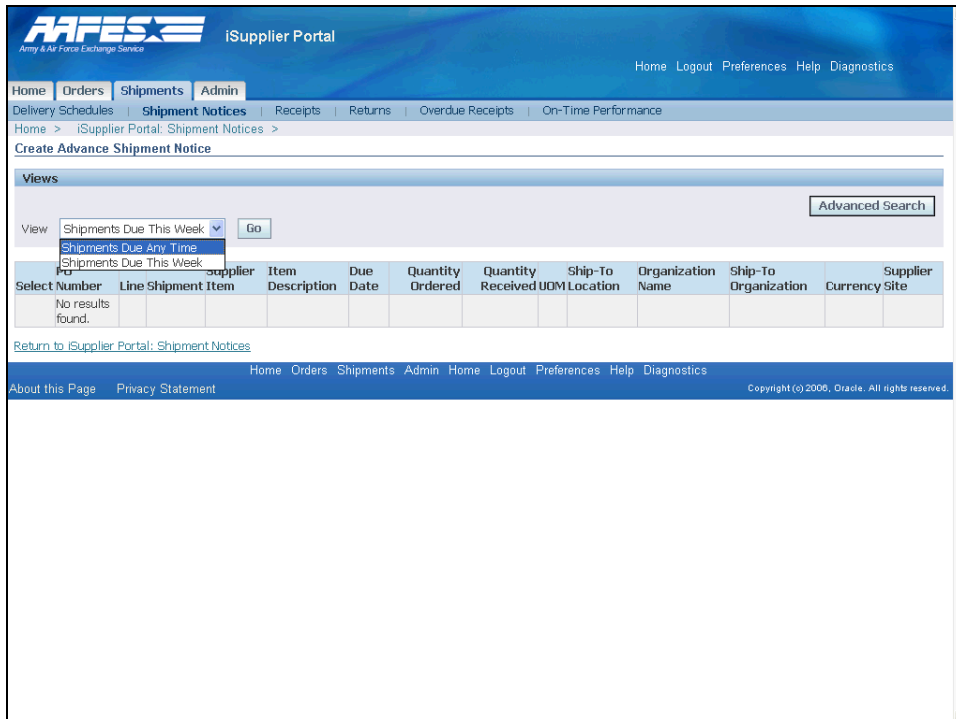
Step	Action
3.	Click the Create Advance Shipment Notices link. AAFES is not currently monitoring the billing notices (invoices). Create Advance Shipment Notices




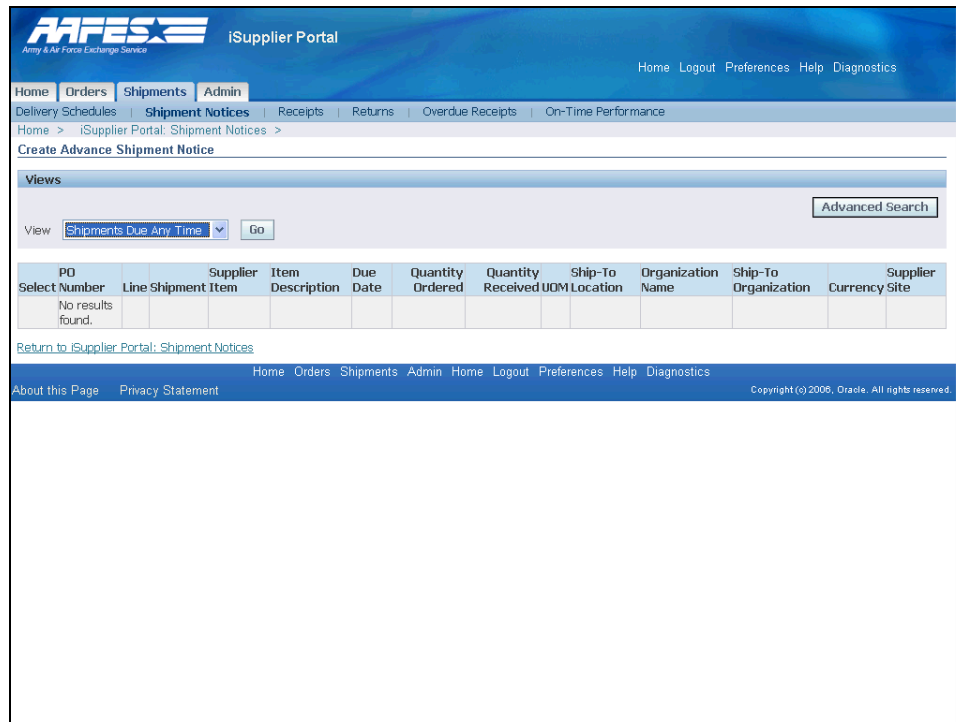
Shipment Notices


- Create Advance Shipment Notices - Create ASN here .
- Create Advance Shipment Billing Notices - Not used by AAFES. Billing (Invoices) are still processed in the AAFES AP system (Walker) and not through Oracle iSupplier.
- Upload Advance Shipment and Billing Notices - Upload ASN if Supplier has the capability. Billing (Invoices) are still processed in the AAFES AP system (Walker) and not through Oracle iSupplier. .
- View / Cancel Advance Shipment and Billing Notices - View/Cancel only ASNs. Billing (Invoices) are still processed in the AAFES AP system (Walker) and not through Oracle iSupplier.

Step	Action
4.	To choose a filter for the Shipments click the View list. 



Step	Action
5.	<p>Click the Shipments Due Any Time list item.</p> <p>You can also search by "Week".</p> 



Step	Action
6.	<p>Click the Go button.</p> 

Create Advance Shipment Notice

Views:

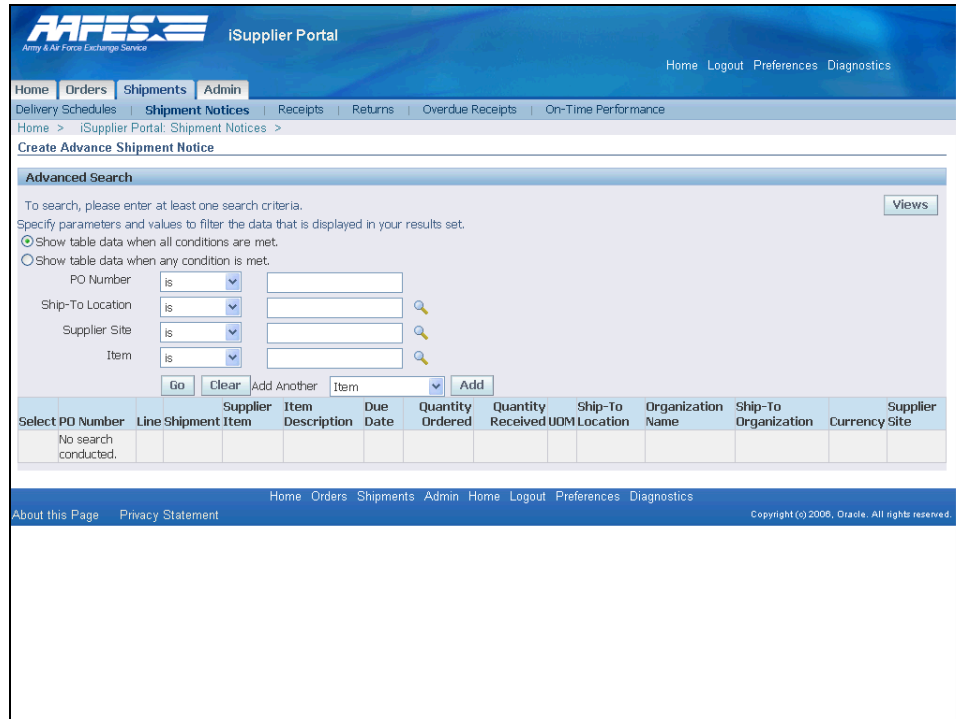
Select PO Shipments:

Select All | Select None

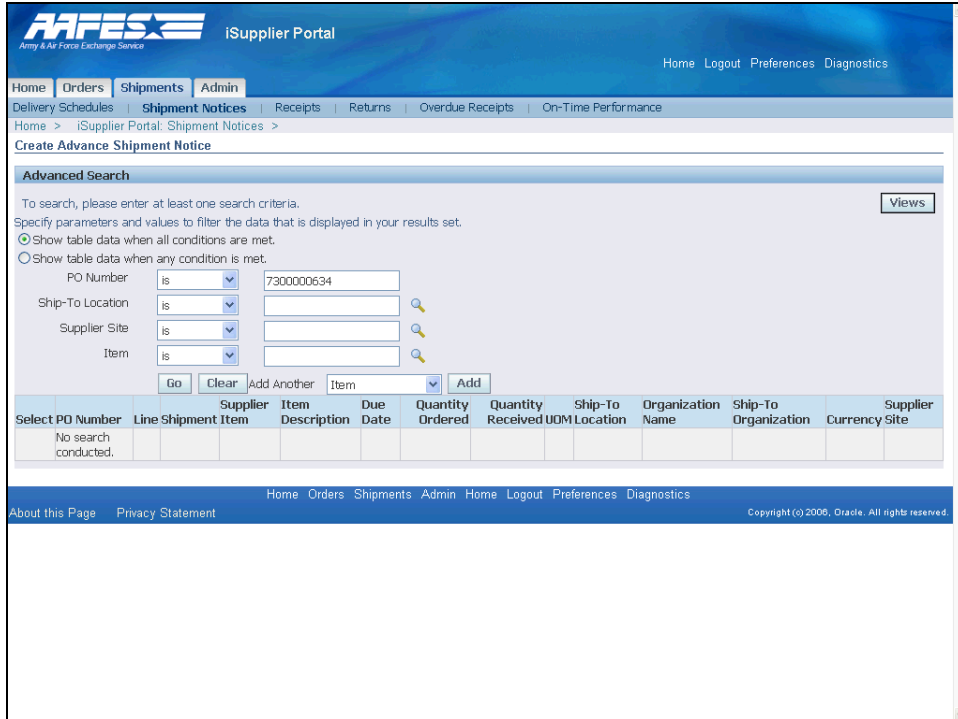
Select PO Number	Line	Shipment	Item	Supplier Description	Due Date	Quantity Ordered	Quantity Received	UOM	Ship-To Location	Organization Name	Ship-To Organization	Currency	Supplier Site
<input type="checkbox"/> 7300000550	1	1	1	Computer, Desktop, Dell Optiplex 755	25-Nov-2009 00:00:00	1	0	Each	3730441500	AAFES Operating Unit	AAFES Inventory Org	USD	16862010
<input type="checkbox"/> 7300000621	1	1	1	Computer, Desktop, Dell Optiplex 755	12-Dec-2009 00:00:00	3	0	Each	3730441500	AAFES Operating Unit	AAFES Inventory Org	USD	16862010
<input type="checkbox"/> 7300000622	1	1	1	Computer, Notebook, Dell 640	13-Dec-2009 00:00:00	2	0	Each	3730541200	AAFES Operating Unit	AAFES Inventory Org	USD	16862010
<input type="checkbox"/> 7300000634	1	1	1	Computer, Desktop, Dell Optiplex 755	17-Dec-2009 00:00:00	5	0	Each	3730441500	AAFES Operating Unit	AAFES Inventory Org	USD	16862010
<input type="checkbox"/> 7300000646	1	1	1	Dell D 640 Laptop	30-Dec-2009 00:00:00	1	0	Each	3730441500	AAFES Operating Unit	AAFES Inventory Org	USD	16862010
<input type="checkbox"/> 7300000647	1	1	1	KD UNSPSC DISPLAY TEST	30-Dec-2009 00:00:00	1	0	Each	3730441500	AAFES Operating Unit	AAFES Inventory Org	USD	16862010

[Return to iSupplier Portal: Shipment Notices](#)

Step	Action
7.	<p>Clicking the arrow by the Due Date column below reverses the order of the dates.</p> <p>Click the Advanced Search button.</p> <p>This is the quickest way to search if you have multiple POs and are searching for a specific PO.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Advanced Search</div>



Step	Action
8.	<p>You can search by any of the fields listed, and even choose other fields under "Add Another".</p> <p>Most often, you will click in the PO Number field.</p> <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 20px;"></div>
9.	<p>Enter the PO number where you want to create a shipping notice into the PO Number field. Enter "730000634".</p>



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.

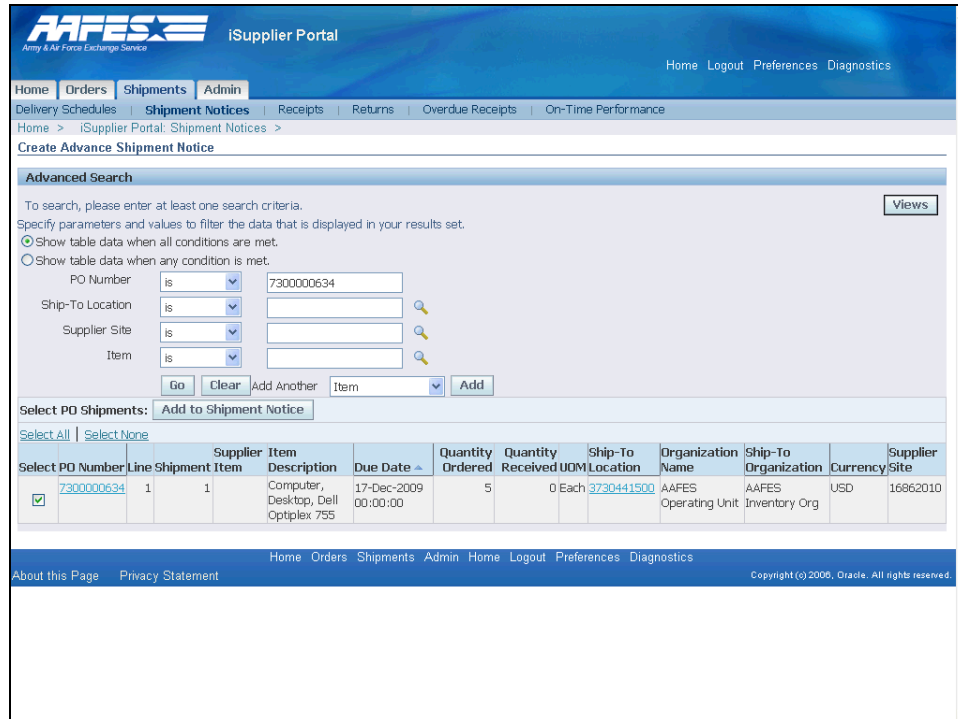
Show table data when all conditions are met.

Show table data when any condition is met.

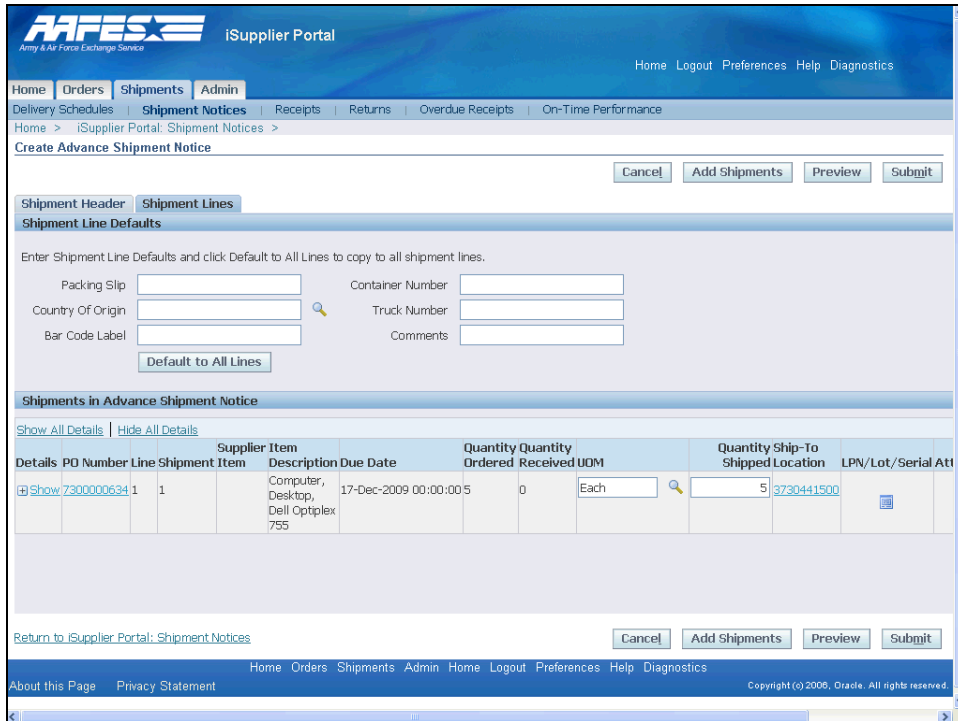
PO Number:

Select	PO Number	Line	Shipment	Item	Supplier	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Ship-To Location	Organization Name	Ship-To Organization	Currency	Supplier Site
<input type="radio"/>	No search conducted.														

Step	Action
10.	Click the Go button. 
11.	Click the Select option for PO Number 7300000634. 



Step	Action
12.	<p>Click the Add to Shipment Notice button.</p> <p>If there are multiple lines on a PO you can select multiple lines to add to the shipment notice. You would want to select all the items on the PO that you intend to ship at one time.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;">Add to Shipment Notice</div>



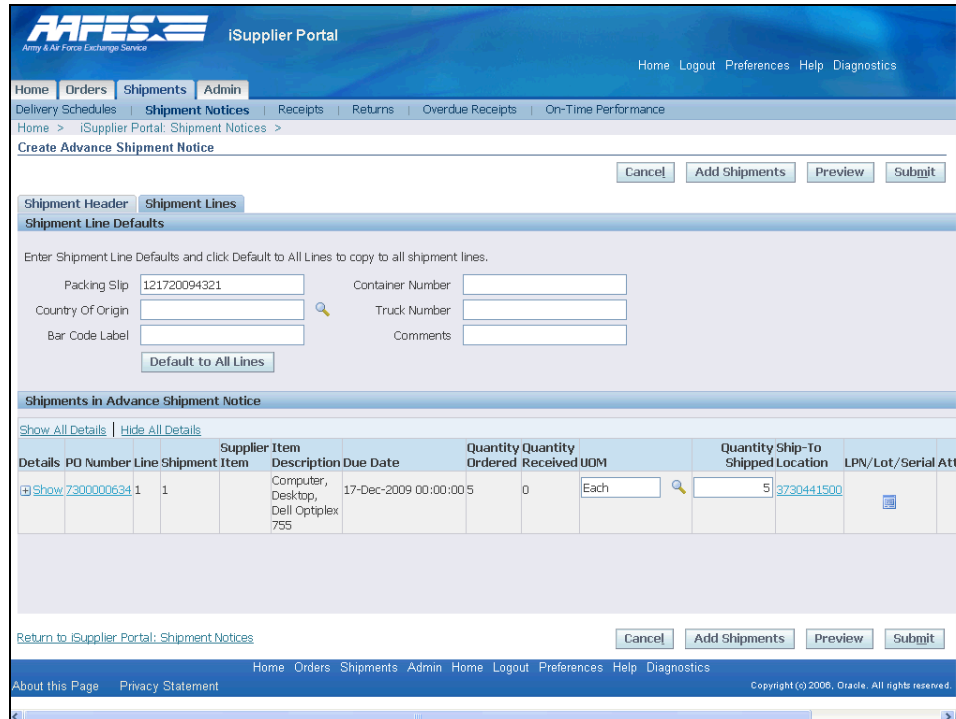
Shipment Line Defaults





Enter Shipment Line Defaults and click Default to All Lines to copy to all shipment lines.

Packing Slip Container Number
 Country Of Origin Truck Number
 Bar Code Label Comments

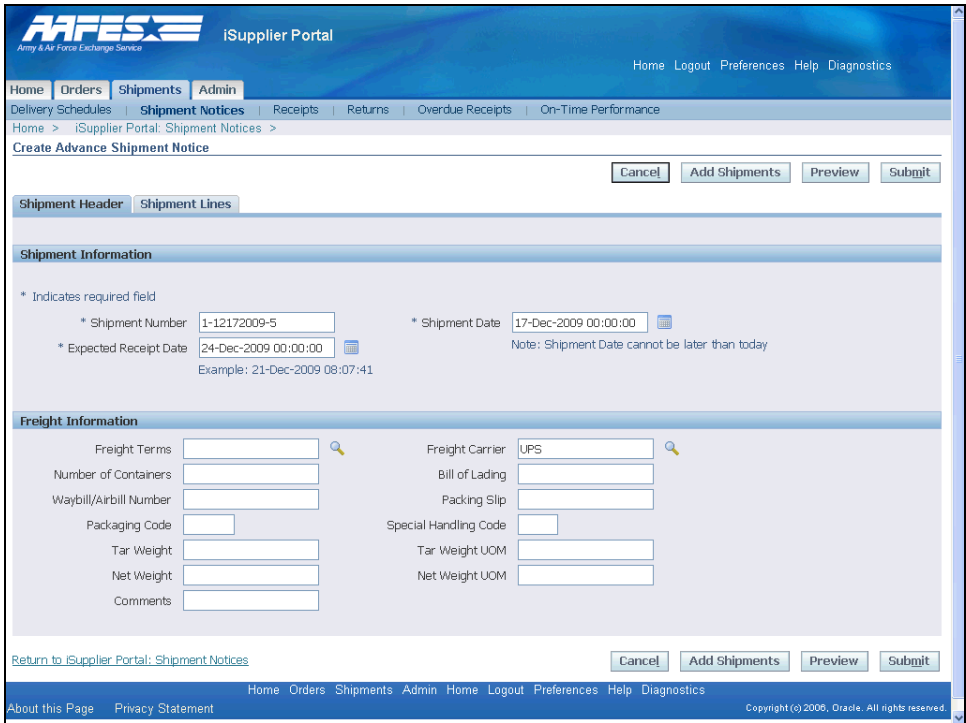
Details	PO Number	Line	Supplier Item	Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	LPN/Lot/Serial Att
Show	730000634	1	Computer, Desktop, Dell Optiplex 755		17-Dec-2009 00:00:00.5	0		Each	5	3730441500	

Step	Action
13.	<p>All the fields on this page are optional (no asterick beside the field) but at a minimum,you would probably want a Packing Slip number.</p> <p>Click in the Packing Slip field.</p> <div style="border: 1px solid black; width: 200px; height: 20px; margin-left: 20px;"></div>
14.	<p>Enter the packing slip into the Packing Slip field. Enter "121720094321".</p>
15.	<p>If there are multiple lines click the Default to All Lines button and the system will put all lines on the same packing slip.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 20px;">Default to All Lines</div>
16.	<p>Point to the Quantity Shipped field.</p> <p>Note that you can change the quantity here. If the shipment is not for the full amount, the remaining amount is in the system for selection on another ASN.</p>



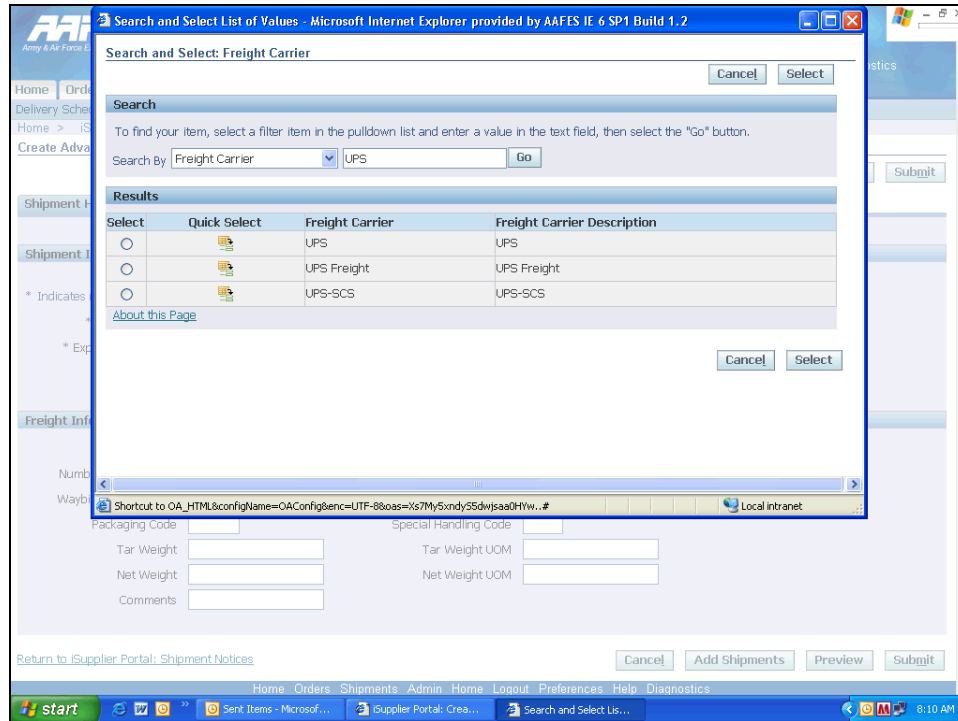
Step	Action
17.	Click the Shipment Header link. 
18.	Click in the Shipment Number field. 
19.	Enter the supplier defined shipment number into the Shipment Number field. Enter " 1-12172009-5 ".
20.	Click in the Expected Receipt Date field. This is the date the shipment is expected to arrive at the AAFES facility. 
21.	Enter the date into the Expected Receipt Date field. Enter " 24-dec-2009 ".
22.	Press [Tab] .
23.	Click in the Shipment Date field. This is the date that the shipment leaves the Supplier's facility. 
24.	Enter the shipment date into the Shipment Date field. Enter " 17-dec-2009 ".
25.	Press [Tab] .


Step	Action
26.	<p>Freight Information is not required. In Freight Terms and Freight Carrier fields you can only select from an existing list.</p> <p>Click in the Freight Carrier field.</p> <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 20px;"></div>
27.	As a example, enter the freight carrier into the Freight Carrier field. Enter " UPS ".

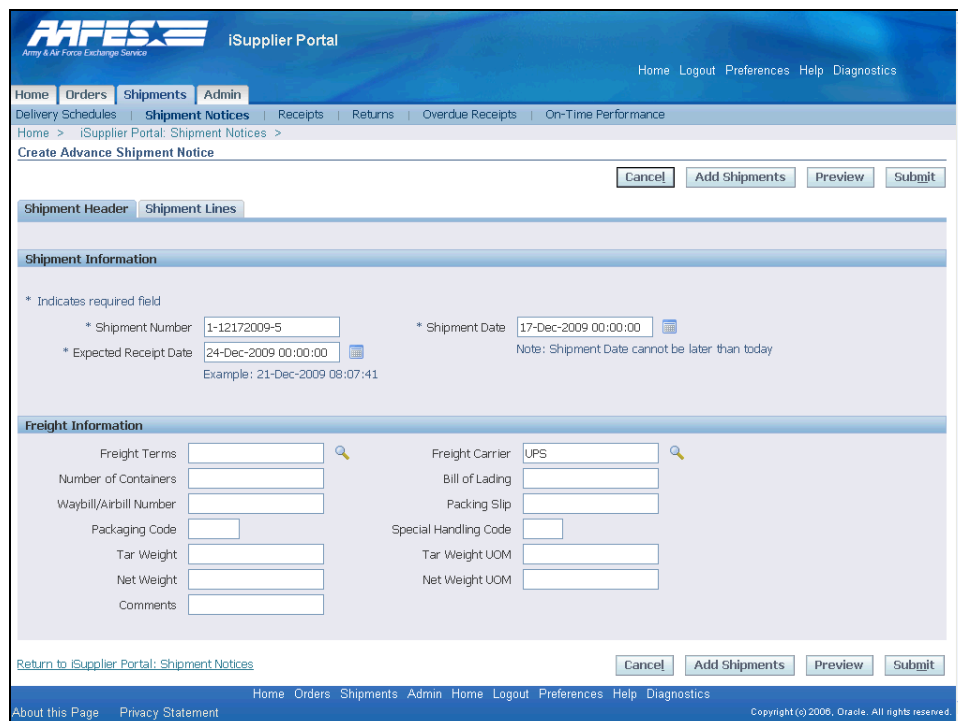


The screenshot shows the 'Create Advance Shipment Notice' page in the iSupplier Portal. The 'Freight Information' section is active, displaying various input fields. The 'Freight Carrier' field is populated with 'UPS'. Other fields include 'Shipment Number' (1-12172009-5), 'Shipment Date' (17-Dec-2009 00:00:00), and 'Expected Receipt Date' (24-Dec-2009 00:00:00). The page includes navigation tabs like 'Home', 'Orders', 'Shipments', and 'Admin', and buttons for 'Cancel', 'Add Shipments', 'Preview', and 'Submit'.

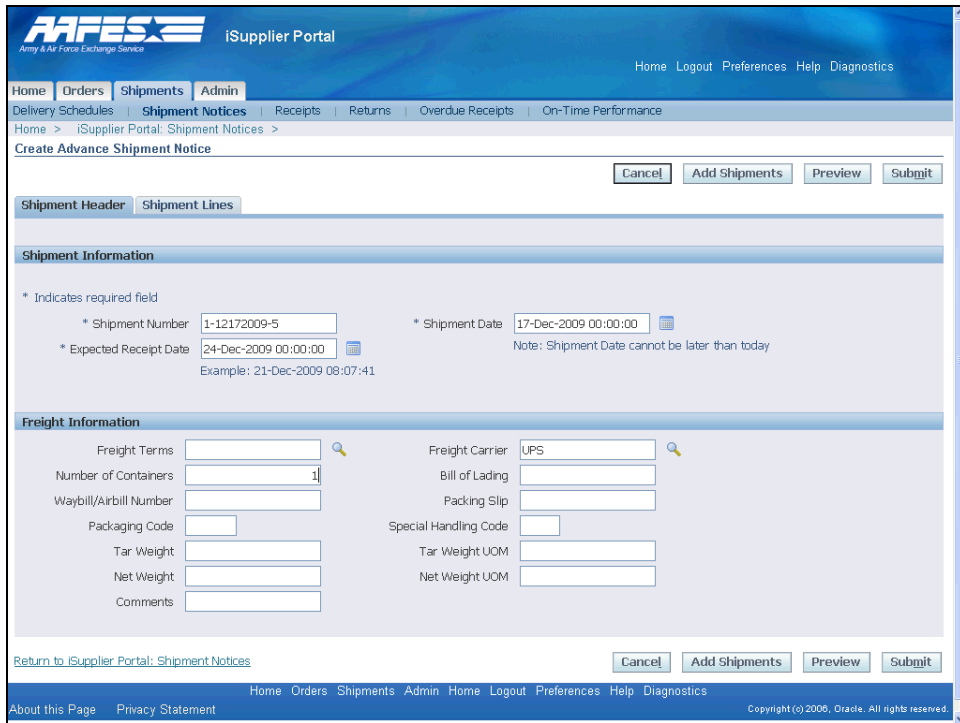
Step	Action
28.	Press [Tab] .



Step	Action
29.	Click the Quick Select button for UPS. 




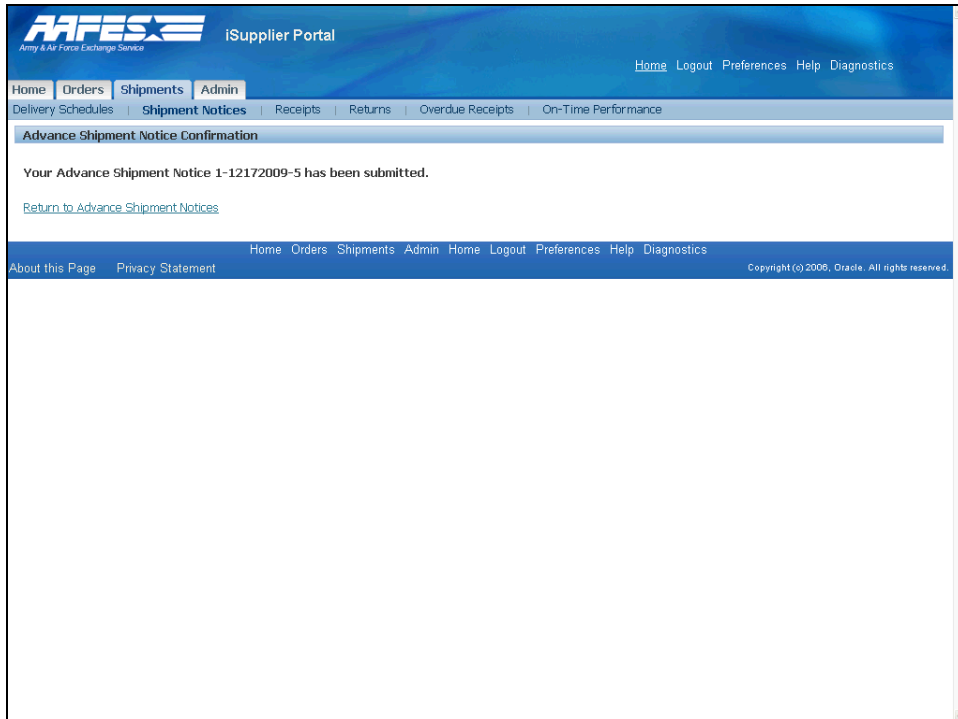
Step	Action
30.	This field does not have an existing list. Click in the Number of Containers field. <input type="text"/>
31.	Enter the number of containers into the Number of Containers field. Enter " 1 ".



Step	Action
32.	Click the Preview button. Check for accuracy. <input type="button" value="Preview"/>

The screenshot shows the AAFES iSupplier Portal interface. At the top, there is a navigation bar with 'Home', 'Orders', 'Shipments', and 'Admin'. Below this, there are links for 'Delivery Schedules', 'Shipment Notices', 'Receipts', 'Returns', 'Overdue Receipts', and 'On-Time Performance'. The main content area is titled 'Advance Shipment Notice Information' and includes a 'Cancel', 'Back', and 'Submit' button. The 'Shipment Information' section displays: Shipment Number 1-12172009-5, Shipment Date 17-Dec-2009 00:00:00, and Expected Receipt Date 24-Dec-2009 00:00:00. The 'Freight Information' section lists various details such as Freight Terms, Ship-From Location Code, Number of Containers (1), Waybill/Airbill Number, Packing Code, Tar Weight, and Net Weight. It also shows Freight Carrier as UPS and includes links for Bill of Lading, Packing Slip, and Special Handling Code. The 'Shipment Lines' section has a table with columns: Details, PO Number, Line, Shipment, Item, Supplier, Item Description, Due Date, Quantity Ordered, Quantity Received, Quantity UOM Shipped, Ship-To Location, and Attachments. A single line is visible with PO Number 7300000634, Line 1, Item 1, Item Description 'Computer, Desktop, Dell Optiplex 755', Due Date 17-Dec-2009 00:00:00, Quantity Ordered 5, Quantity Received 0, Quantity UOM Shipped Each 5, and Ship-To Location 3730441500. At the bottom, there are 'Cancel', 'Back', and 'Submit' buttons, and a footer with 'About this Page', 'Privacy Statement', and 'Copyright (c) 2006, Oracle. All rights reserved.'

Step	Action
33.	<p>Click the Submit button.</p> <p>AAFES can now view the ASN.</p> 



Step	Action
34.	<p>If you have more shipments you can click the Return to Advance Shipment Notice.</p> <p>Click the Home link.</p> <p>Home</p>
35.	<p>End of Procedure.</p>

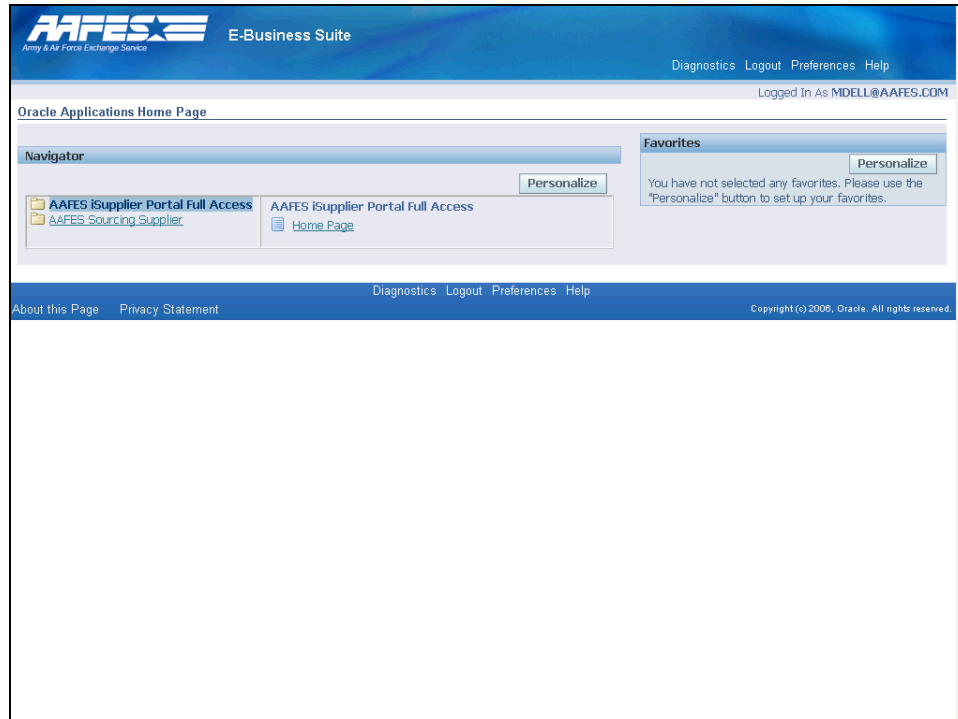
Reviewing Delivery Schedules and Shipment Notices

Procedure

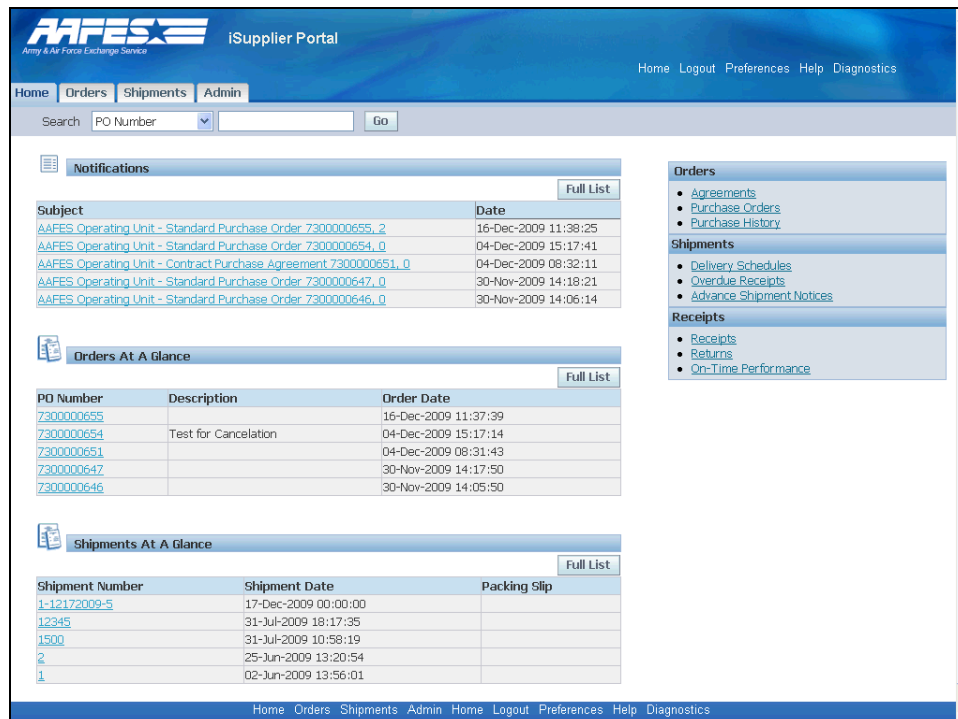
The Supplier wants to see the status of shipments sent to AAFES.

Goals:

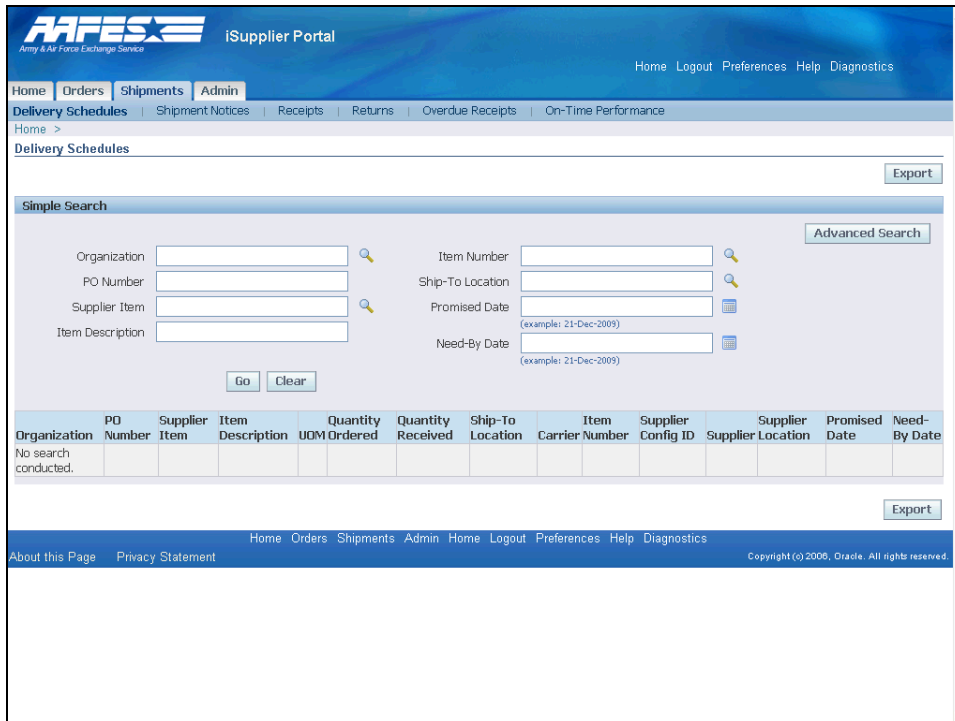
- Search and find the Delivery Schedule for the order
- Check for Shipment Notices





Step	Action
1.	Click the AAFES iSupplier Portal Full Access link. AAFES iSupplier Portal Full Access



Step	Action
2.	View the status of Orders with pending and/or in-transit shipments. Click the Delivery Schedules link. Delivery Schedules



The screenshot shows the AAFES iSupplier Portal. The main heading is "Delivery Schedules". Below this is a search section with two columns of input fields. The left column includes Organization, PO Number, Supplier Item, and Item Description. The right column includes Item Number, Ship-To Location, Promised Date (with an example: 21-Dec-2009), and Need-By Date (with an example: 21-Dec-2009). There are "Go" and "Clear" buttons at the bottom of the search fields. Below the search fields is a table with the following headers: Organization, PO Number, Supplier Item, Item Description, UOM, Quantity Ordered, Quantity Received, Ship-To Location, Item Carrier Number, Supplier Config ID, Supplier Location, Promised Date, and Need-By Date. The table content shows "No search conducted." There are "Export" buttons on the right side of the search section and above the table.

Step	Action
3.	If none of the criteria fields are entered, all deliveries will appear. Click the Go button. 
4.	You can search by entering data in any of the fields on this screen. For instance enter a specific PO Number. Click in the PO Number field. 
5.	Enter the PO number into the PO Number field. Enter " 730000634 ".

Simple Search

Organization: Item Number:

PO Number: 730000634 Ship-To Location:

Supplier Item: Promised Date: (example: 21-Dec-2009)

Item Description: Need-By Date: (example: 21-Dec-2009)

Organization	PO Number	Supplier Item	Item Description	Quantity UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Item Number	Supplier Config ID	Supplier Location	Supplier	Promised Date	Need-By Date
AAFES Operating Unit	730000635		Test 1	Each 1	0		3730442200				16862010	DELL COMPUTER CORP		
AAFES Operating Unit	730000654		Dell Computer	Each 1	0		3714056900				16862010	DELL COMPUTER CORP		
AAFES Operating Unit	730000647		KD UNPSC DISPLAY TEST	Each 1	0		3730441500		00070058		16862010	DELL COMPUTER CORP		30-Dec-2009 0
AAFES Operating Unit	730000646		Dell D 640 Laptop	Each 1	0		3730441500		00070006		16862010	DELL COMPUTER CORP		30-Dec-2009 0
AAFES Operating Unit	730000636		Dell D 640 Laptop	Each 1	0		3016000000		00070006		16862010	DELL COMPUTER CORP		

Step	Action
6.	Click the Go button. <input type="button" value="Go"/>

Simple Search



Organization: Item Number:

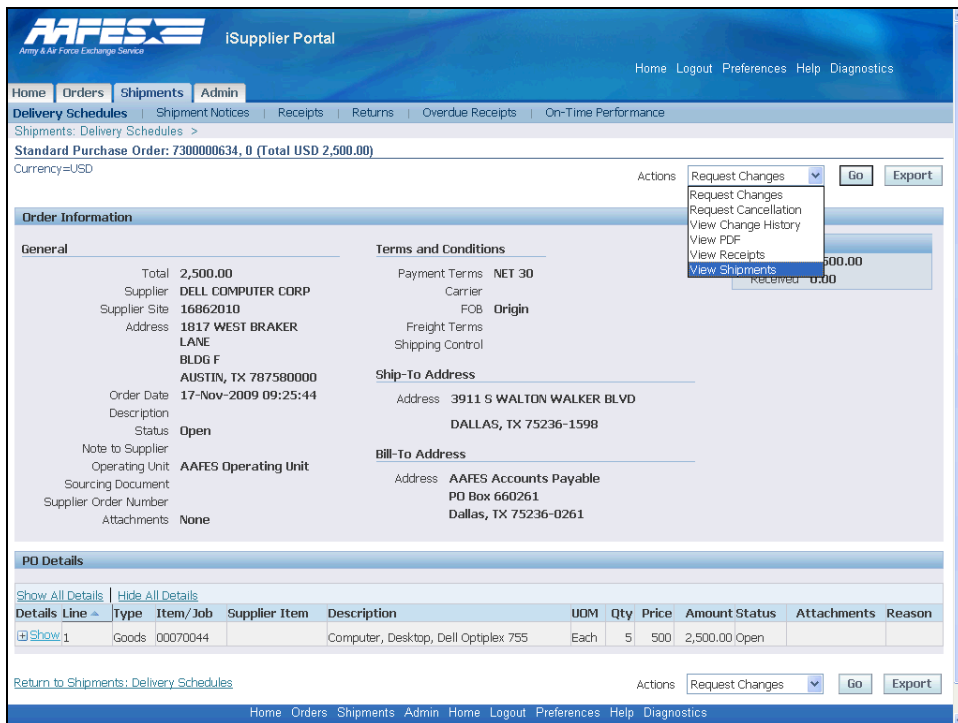
PO Number: 730000634 Ship-To Location:

Supplier Item: Promised Date: (example: 21-Dec-2009)

Item Description: Need-By Date: (example: 21-Dec-2009)

Organization	PO Number	Supplier Item	Item Description	Quantity UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Item Number	Supplier Config ID	Supplier Location	Supplier	Promised Date	Need-By Date
AAFES Operating Unit	730000634		Computer, Desktop, Dell Optiplex 755	Each 5	0		3730441500		00070044		16862010	DELL COMPUTER CORP		17-Dec-2009 0

Step	Action
7.	Review the PO and Shipments. Click the 7300000634 link. 
8.	To review actual Shipments look under the Actions list. Click the Actions list. 



Standard Purchase Order: 7300000634, 0 (Total USD 2,500.00)
Currency=USD

Order Information

General
 Total: 2,500.00
 Supplier: DELL COMPUTER CORP
 Supplier Site: 16862010
 Address: 1817 WEST BRAKER LANE BLDG F AUSTIN, TX 787580000
 Order Date: 17-Nov-2009 09:25:44
 Description: Open
 Note to Supplier: AAFES Operating Unit
 Operating Unit: AAFES Operating Unit
 Sourcing Document:
 Supplier Order Number:
 Attachments: None


Terms and Conditions
 Payment Terms: NET 30
 Carrier: FOB Origin
 Freight Terms:
 Shipping Control:

Ship-To Address
 Address: 3911 S WALTON WALKER BLVD DALLAS, TX 75236-1598

Bill-To Address
 Address: AAFES Accounts Payable PO Box 660261 Dallas, TX 75236-0261

PO Details

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
Show 1	Goods	00070044		Computer, Desktop, Dell Optiplex 755	Each	5	500	2,500.00	Open		

Step	Action
9.	Click the View Shipments list item. 

AAFES iSupplier Portal
Home Logout Preferences Help Diagnostics

Home Orders Shipments Admin

Delivery Schedules | Shipment Notices | Receipts | Returns | Overdue Receipts | On-Time Performance

Shipments: Delivery Schedules >

Standard Purchase Order: 730000634, 0 (Total USD 2,500.00)

Currency=USD

Actions: View Shipments Go Export

Order Information

General		Terms and Conditions		Summary	
Total	2,500.00	Payment Terms	NET 30	Total	2,500.00
Supplier	DELL COMPUTER CORP	Carrier		Received	0.00
Supplier Site	16862010	FOB	Origin		
Address	1817 WEST BRAKER LANE BLDG F AUSTIN, TX 787580000	Freight Terms			
Order Date	17-Nov-2009 09:25:44	Shipping Control			
Description		Ship-To Address			
Status	Open	Address	3911 S WALTON WALKER BLVD DALLAS, TX 75236-1598		
Note to Supplier		Bill-To Address			
Operating Unit	AAFES Operating Unit	Address	AAFES Accounts Payable PO Box 660261 Dallas, TX 75236-0261		
Sourcing Document					
Supplier Order Number					
Attachments	None				

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	00070044		Computer, Desktop, Dell Optiplex 755	Each	5	500	2,500.00	Open		

Return to Shipments: Delivery Schedules

Actions: View Shipments Go Export

Home Orders Shipments Admin Home Logout Preferences Help Diagnostics

Step	Action
10.	Click the Go button.

AAFES iSupplier Portal
Home Logout Preferences Diagnostics

Home Orders Shipments Admin

Delivery Schedules | **Shipment Notices** | Receipts | Returns | Overdue Receipts | On-Time Performance

Home > Delivery Schedules > View Order Details >

Shipment Notices for Standard Purchase Order: 730000634

Export

Shipment	Shipment Date	Expected Receipt Date	Freight Carrier	Waybill / Airbill	Packing Slip	Invoice	Processing Status	Cancellation Status
1-12172009-5	17-Dec-2009 00:00:00	24-Dec-2009	UPS				Pending	

Return to View Order Details

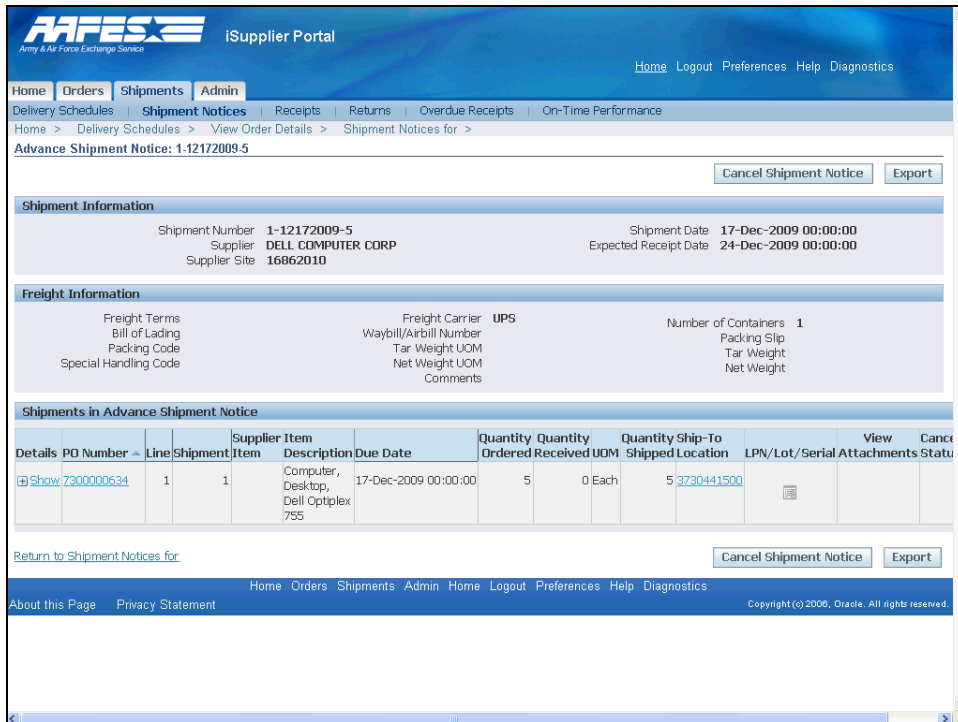
Export

Home Orders Shipments Admin Home Logout Preferences Diagnostics

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Step	Action
11.	You can see specific shipment details and status by clicking this link. Click the 1-12172009-5 link to see complete details. 1-12172009-5



Step	Action
12.	Click the Home link. Home
13.	End of Procedure.

Shipment Receipts, Returns, and Overdue Receipts

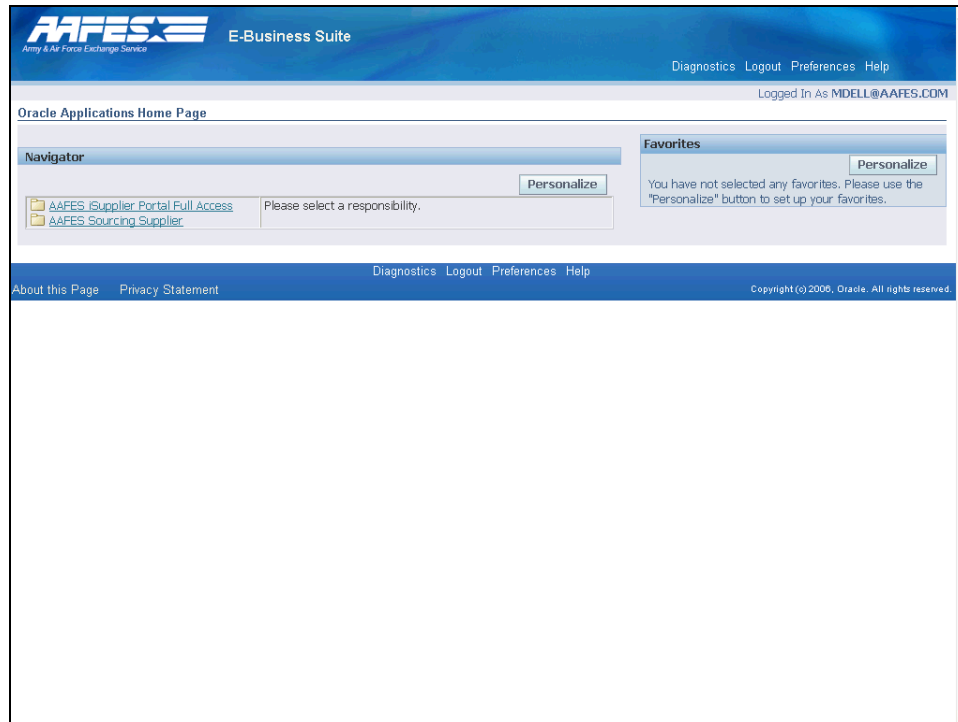
Procedure


The Supplier wants to see AAFES status on shipments by viewing Receipts, Returns, and Overdue Receipts.

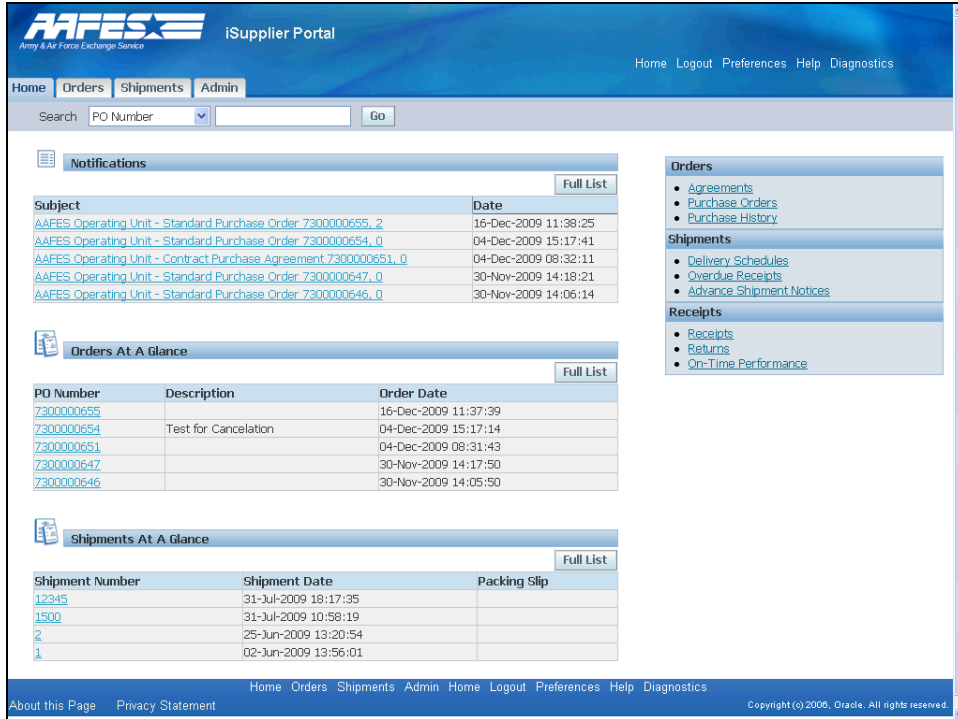
Goals:

- View and verify shipment receipts

- View and verify returns
- View overdue receipts and check for any shipping issues



Step	Action
1.	Click the AAFES iSupplier Portal Full Access link. 

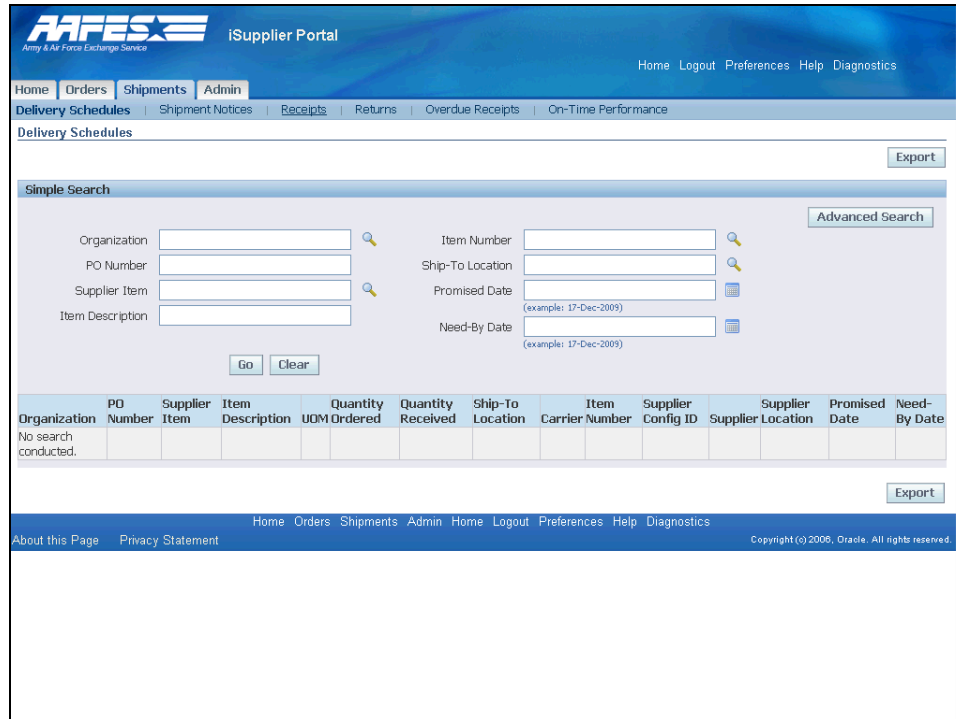


The screenshot shows the AAFES iSupplier Portal interface. At the top, there is a navigation bar with 'Home', 'Orders', 'Shipments', and 'Admin' tabs. Below this is a search bar with a dropdown menu set to 'PO Number' and a 'Go' button. The main content area is divided into several sections:


- Notifications:** A table with columns 'Subject' and 'Date'. It lists several notifications related to purchase orders and agreements.
- Orders At A Glance:** A table with columns 'PO Number', 'Description', and 'Order Date'. It shows a list of purchase orders, including one for 'Test for Cancellation'.
- Shipments At A Glance:** A table with columns 'Shipment Number', 'Shipment Date', and 'Packing Slip'. It lists several shipments with their respective dates.
- Orders:** A sidebar menu with links for 'Agreements', 'Purchase Orders', and 'Purchase History'.
- Shipments:** A sidebar menu with links for 'Delivery Schedules', 'Overdue Receipts', and 'Advance Shipment Notices'.
- Receipts:** A sidebar menu with links for 'Receipts', 'Returns', and 'On-Time Performance'.

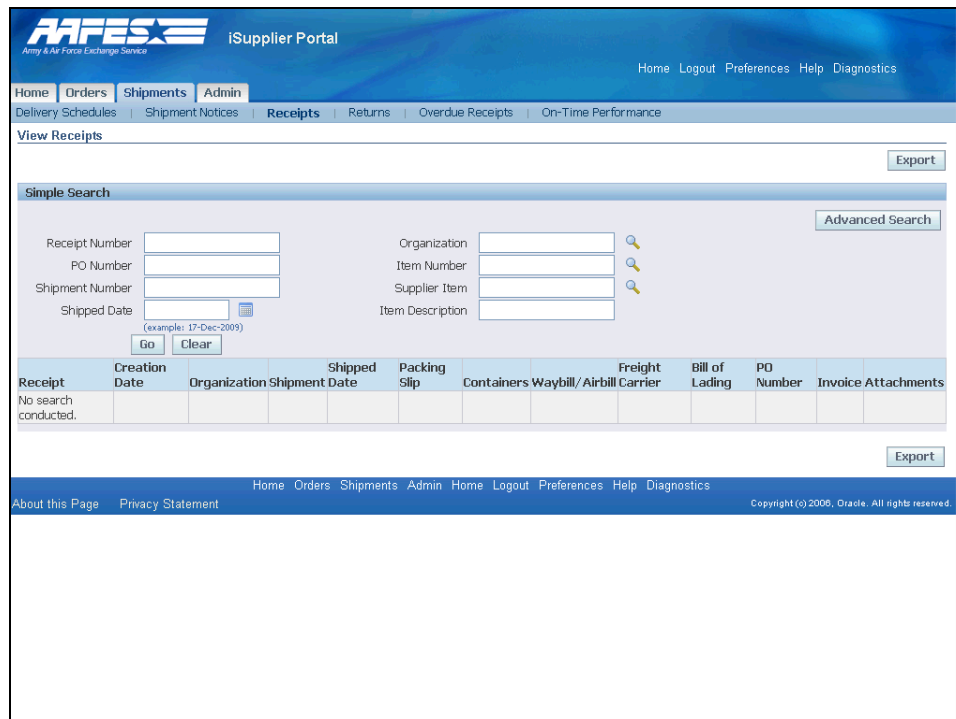
At the bottom of the page, there is a footer with 'About this Page', 'Privacy Statement', and 'Copyright (c) 2006, Oracle. All rights reserved.'

Step	Action
2.	<p>We have already reviewed the Delivery Schedules and Shipment Notices. we will now begin the search for additional Shipment information.</p> <p>Click the Shipments link.</p> <p>Shipments</p>




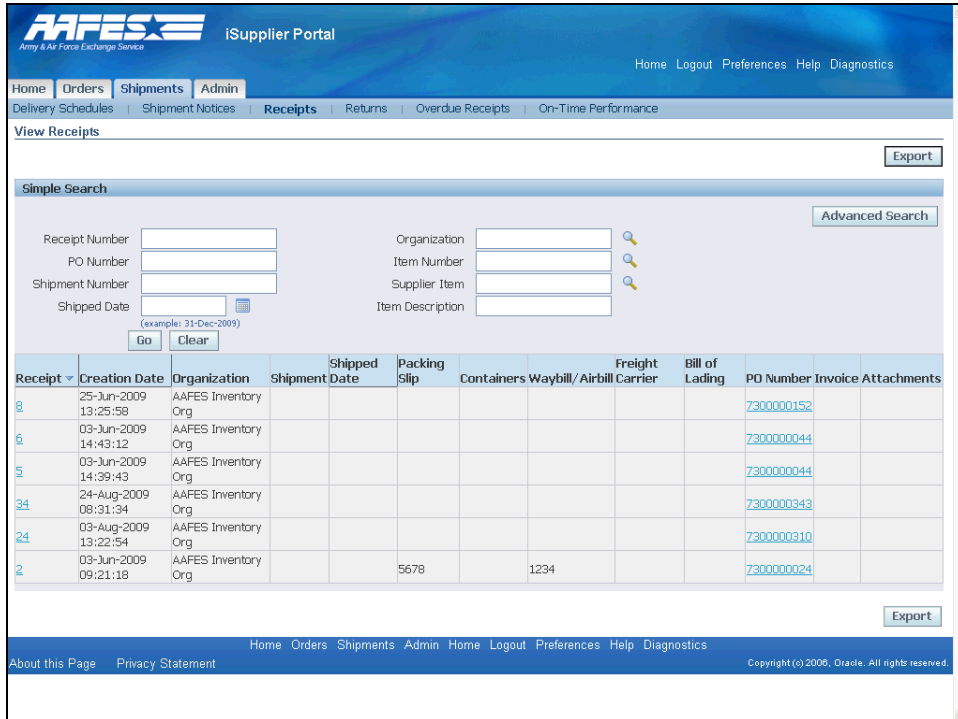
The screenshot shows the AAFES iSupplier Portal interface. At the top, there is a navigation bar with 'Home', 'Orders', 'Shipments', and 'Admin' tabs. Below this is a secondary navigation bar with 'Delivery Schedules', 'Shipment Notices', 'Receipts', 'Returns', 'Overdue Receipts', and 'On-Time Performance' links. The main content area is titled 'Delivery Schedules' and includes an 'Export' button. A 'Simple Search' section contains several input fields: Organization, PO Number, Supplier Item, Item Description, Item Number, Ship-To Location, Promised Date (with an example: 17-Dec-2009), and Need-By Date (with an example: 17-Dec-2009). There are 'Go' and 'Clear' buttons, and an 'Advanced Search' button. Below the search fields is a table with the following columns: Organization, PO Number, Supplier Item, Item Description, UOM Ordered, Quantity Received, Ship-To Location, Item Carrier Number, Supplier Config ID, Supplier Location, Promised Date, and Need-By Date. The table currently displays 'No search conducted.' At the bottom of the page, there is a footer with 'About this Page', 'Privacy Statement', and 'Copyright (c) 2006, Oracle. All rights reserved.'

Step	Action
3.	Click the Receipts tab. 




The screenshot shows the AAFES iSupplier Portal interface with the 'Receipts' tab selected. The navigation bar at the top is the same as in the previous screenshot. The secondary navigation bar now highlights 'Receipts'. The main content area is titled 'View Receipts' and includes an 'Export' button. A 'Simple Search' section contains input fields for Receipt Number, PO Number, Shipment Number, Shipped Date (with an example: 17-Dec-2009), Organization, Item Number, Supplier Item, and Item Description. There are 'Go' and 'Clear' buttons, and an 'Advanced Search' button. Below the search fields is a table with the following columns: Receipt, Creation Date, Organization, Shipped Date, Packing Slip, Containers Waybill/Airbill Carrier, Freight Bill of Lading, PO Number, and Invoice Attachments. The table currently displays 'No search conducted.' At the bottom of the page, there is a footer with 'About this Page', 'Privacy Statement', and 'Copyright (c) 2006, Oracle. All rights reserved.'

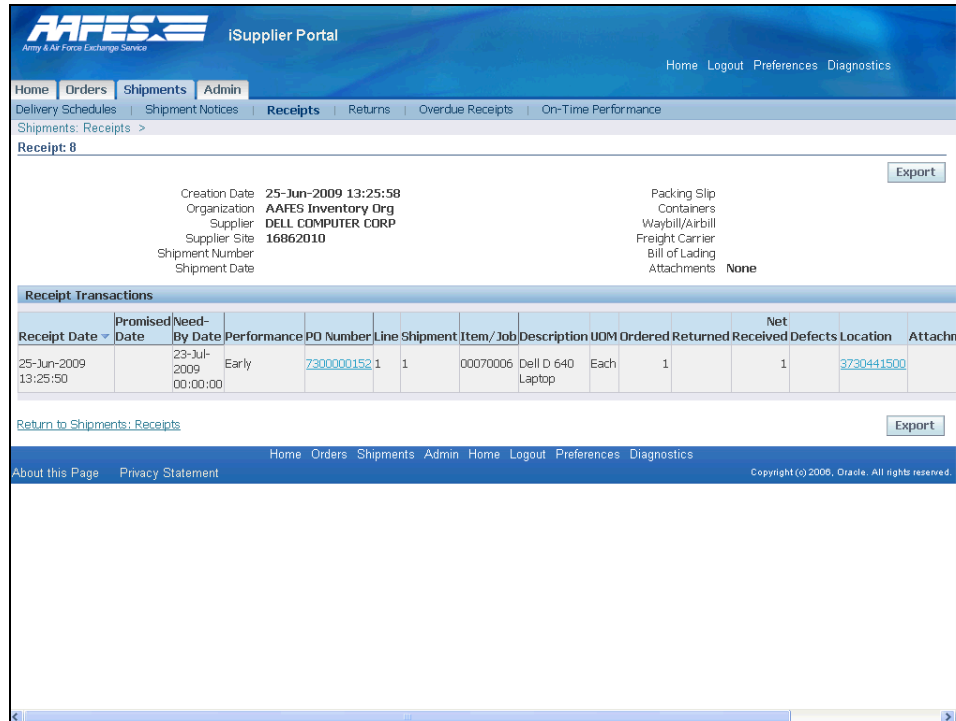
Step	Action
4.	<p>If you want to narrow your search, fill in any of the fields. Otherwise when you search, all receipts will show.</p> <p>Click the Go button.</p> 



The screenshot shows the AAFES iSupplier Portal interface. At the top, there is a navigation bar with links for Home, Orders, Shipments, Admin, Delivery Schedules, Shipment Notices, Receipts, Returns, Overdue Receipts, and On-Time Performance. Below this is a search section with a 'Simple Search' form containing fields for Receipt Number, PO Number, Shipment Number, Shipped Date, Organization, Item Number, Supplier Item, and Item Description. There are 'Go' and 'Clear' buttons for the search. Below the search form is a table of receipts with columns: Receipt, Creation Date, Organization, Shipment Date, Shipped Date, Packing Slip, Containers, Waybill/Airbill, Carrier, Freight, Bill of Lading, PO Number, Invoice, and Attachments. The table contains several rows of data, with the first row having a 'Receipt' link with the number 8. There are 'Export' buttons on the right side of the search form and the table.

Receipt	Creation Date	Organization	Shipment Date	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Carrier	Freight	Bill of Lading	PO Number	Invoice	Attachments
8	25-Jun-2009 13:25:58	AAFES Inventory Org									7300000152		
6	03-Jun-2009 14:43:12	AAFES Inventory Org									7300000044		
5	03-Jun-2009 14:39:43	AAFES Inventory Org									7300000044		
34	24-Aug-2009 08:31:34	AAFES Inventory Org									7300000343		
24	03-Aug-2009 13:22:54	AAFES Inventory Org									7300000310		
2	03-Jun-2009 09:21:18	AAFES Inventory Org			5678		1234				7300000024		

Step	Action
5.	<p>Here all receipts are listed. The system assigns numbers as items are received.</p> <p>Click the Receipt link for 8.</p> 



The screenshot shows the AAFES iSupplier Portal interface. At the top, there is a navigation bar with links for Home, Orders, Shipments, and Admin. Below this, there are links for Delivery Schedules, Shipment Notices, Receipts, Returns, Overdue Receipts, and On-Time Performance. The main content area displays details for Receipt #8, including creation date, organization (AAFES Inventory Org), supplier (DELL COMPUTER CORP), and shipment number (16862010). A table titled 'Receipt Transactions' shows a single transaction for a Dell D 640 Laptop. The bottom of the page includes a footer with 'About this Page', 'Privacy Statement', and 'Copyright (c) 2006, Oracle. All rights reserved.'

Step	Action
6.	<p>Here is the detail for receipt #8.</p> <p>Click the Return to Shipments: Receipts link.</p> <p>Return to Shipments: Receipts</p>

Training Guide iSupplier



AAFES iSupplier Portal
Army & Air Force Exchange Service

Home Logout Preferences Help Diagnostics

Home Orders Shipments Admin

Delivery Schedules | Shipment Notices | Receipts | Returns | Overdue Receipts | On-Time Performance

View Receipts Export

Simple Search Advanced Search

Receipt Number Organization

PO Number Item Number

Shipment Number Supplier Item

Shipped Date Item Description

(example: 31-Dec-2009)

Go Clear

Receipt #	Creation Date	Organization	Shipment Date	Shipped	Packing Slip	Containers	Waybill/ Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
8	25-Jun-2009 13:25:58	AAFES Inventory Org								7300000152		
6	03-Jun-2009 14:43:12	AAFES Inventory Org								7300000044		
5	03-Jun-2009 14:39:43	AAFES Inventory Org								7300000044		
34	24-Aug-2009 08:31:34	AAFES Inventory Org								7300000343		
24	03-Aug-2009 13:22:54	AAFES Inventory Org								7300000310		
2	03-Jun-2009 09:21:18	AAFES Inventory Org			5678		1234			7300000024		

Export

Home Orders Shipments Admin Home Logout Preferences Help Diagnostics

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Step	Action
7.	Click the Returns link.

AAFES iSupplier Portal
Army & Air Force Exchange Service

Home Logout Preferences Help Diagnostics

Home Orders Shipments Admin

Delivery Schedules | Shipment Notices | Receipts | Returns | Overdue Receipts | On-Time Performance

Returns Summary Export

Simple Search Advanced Search

Note that the search is case insensitive

Organization RMA Number

PO Number Item

Receipt Number Supplier Item

Shipment Number Item Description


Go Clear

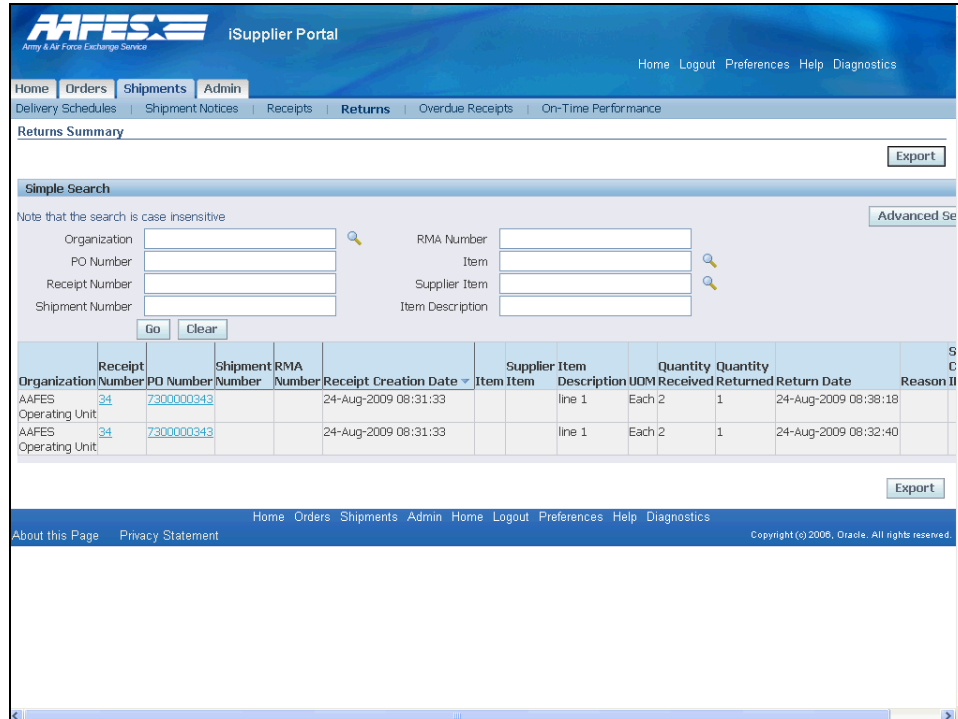
Organization	Receipt Number	PO Number	Shipment Number	RMA Number	Receipt Creation Date	Supplier Item	Item Description	UOM	Quantity Received	Quantity Returned	Return Date	Supplier Reason	Supplier Config ID
No search conducted.													

Export

Home Orders Shipments Admin Home Logout Preferences Help Diagnostics

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Step	Action
8.	<p>If you want to narrow your search, fill in any of the fields. Otherwise when you search, all receipts will show.</p> <p>Click the Go button.</p> 



Returns Summary Export


Simple Search

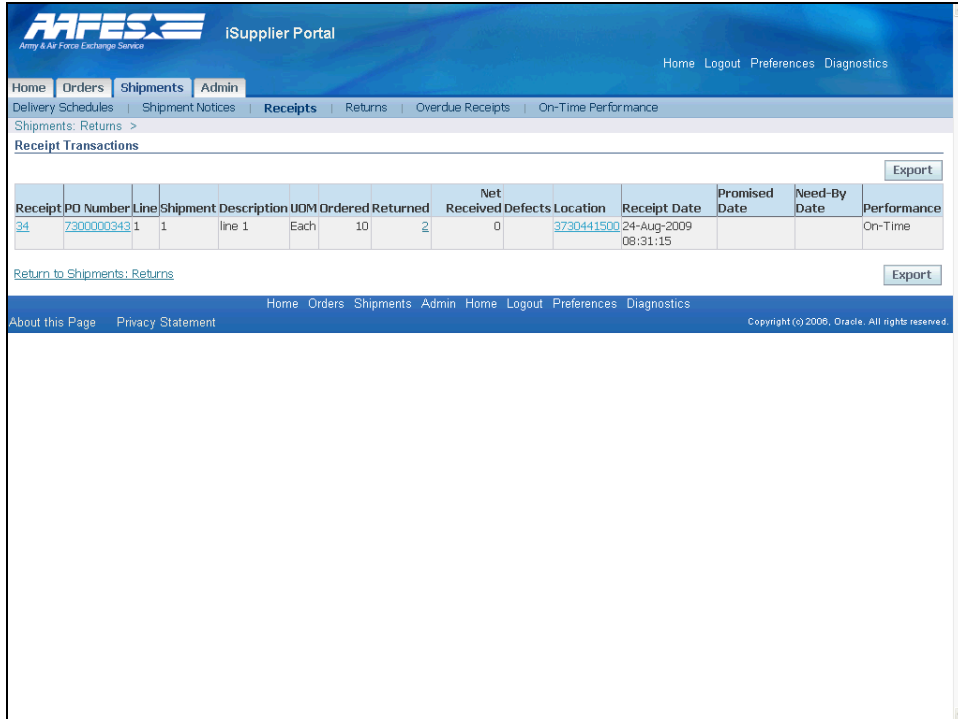
Note that the search is case insensitive Advanced Se

Organization RMA Number
 PO Number Supplier Item
 Receipt Number Item Description
 Shipment Number

Organization	Receipt Number	PO Number	Shipment Number	RMA Number	Receipt Creation Date	Supplier Item	Item Description	UOM	Quantity Received	Quantity Returned	Return Date	Reason
AAFES Operating Unit	34	7300000343			24-Aug-2009 08:31:33	line 1	Each 2	1	24-Aug-2009 08:38:18			
AAFES Operating Unit	34	7300000343			24-Aug-2009 08:31:33	line 1	Each 2	1	24-Aug-2009 08:32:40			

Home Orders Shipments Admin Home Logout Preferences Help Diagnostics
 About this Page Privacy Statement Copyright (c) 2006, Oracle. All rights reserved.

Step	Action
9.	<p>All returns are listed here by receipt number.</p> <p>Click the 34 link.</p> 



The screenshot shows the AAFES iSupplier Portal interface. At the top, there is a navigation bar with 'Home', 'Orders', 'Shipments', and 'Admin'. Below this, a secondary navigation bar includes 'Delivery Schedules', 'Shipment Notices', 'Receipts', 'Returns', 'Overdue Receipts', and 'On-Time Performance'. The 'Receipts' section is active, displaying a table of 'Receipt Transactions'. The table has columns for Receipt, PO Number, Line, Shipment Description, UOM, Ordered, Returned, Net Received, Defects, Location, Receipt Date, Promised Date, Need-By Date, and Performance. A single row is visible with the following data: Receipt 34, PO Number Z900000343, Line 1, Shipment Description line 1, UOM Each, Ordered 10, Returned 2, Net Received 0, Defects 0, Location 3730441500, Receipt Date 24-Aug-2009 08:31:15, Promised Date, Need-By Date, and Performance On-Time. Below the table, there is a link 'Return to Shipments: Returns' and an 'Export' button. The footer of the page contains 'About this Page', 'Privacy Statement', and 'Copyright (c) 2006, Oracle. All rights reserved.'

Step	Action
10.	<p>Here is the summary information showing that a return has been created in the AAFES system. Note that that items have to be received before they can be returned. The alternative is to cancel the PO before receipt.</p> <p>You can click hyperlinks to drill down to detail.</p> <p>Click the Return to Shipments: Returns link.</p> <p>Return to Shipments: Returns</p>

Returns Summary Export

Simple Search

Note that the search is case insensitive Advanced Search

Organization RMA Number
 PO Number Item
 Receipt Number Supplier Item
 Shipment Number Item Description

Organization	Receipt Number	PO Number	Shipment Number	RMA Number	Receipt Creation Date	Supplier Item	Item Description	UOM	Quantity Received	Quantity Returned	Return Date	Reason
AAFES Operating Unit	34	7300000343			24-Aug-2009 08:31:33	line 1	Each	2	1		24-Aug-2009 08:38:18	
AAFES Operating Unit	34	7300000343			24-Aug-2009 08:31:33	line 1	Each	2	1		24-Aug-2009 08:32:40	

Step	Action
11.	Click the Overdue Receipts link.


Overdue Receipts Export

Simple Search

Note that the search is case insensitive Advanced Search

Organization
 PO Number
 Item
 Supplier Item
 Due Date (example: 17-Dec-2009)

Organization	PO Number	Supplier Item	Item Description	Due Date	Quantity UOM Ordered	Quantity Received	Ship-To Location	Carrier	Supplier Buyer ID
No search conducted.									

Step	Action
12.	<p>If you want to narrow your search, fill in any of the fields. Otherwise when you search, all receipts will show.</p> <p>Click the Go button.</p> 

Overdue Receipts

Export

Simple Search

Note that the search is case insensitive

Advanced Search

Organization

PO Number


Item

Supplier Item

Due Date (example: 17-Dec-2009)

Go Clear

Organization	PO Number	Item	Supplier Item	Item Description	Due Date	Quantity UOM Ordered	Quantity Received	Ship-To Location	Carrier	Buyer	Supplier Config ID
AAFES Operating Unit	7300000634	00070044		Computer, Desktop, Dell Optiplex 755	17-Dec-2009 00:00:00	Each 5	0	3730441500		Drake, Kirk	
AAFES Operating Unit	7300000622	00070043		Computer, Notebook, Dell 640	13-Dec-2009 00:00:00	Each 2	0	3730541200		Drake, Kirk	
AAFES Operating Unit	7300000624	00070044		Computer, Desktop, Dell Optiplex 755	12-Dec-2009 00:00:00	Each 3	0	3730441500		Drake, Kirk	
AAFES Operating Unit	7300000590	00070044		Computer, Desktop, Dell Optiplex 755	25-Nov-2009 00:00:00	Each 1	0	3730441500		Smith, Shalandrea	
AAFES Operating Unit	7300000529	00070044		Computer, Desktop, Dell Optiplex 755	29-Oct-2009 14:43:34	Each 2	0	3721051100		Drake, Kirk	
AAFES	7300000529	00070058		KD UNSPSC	29-Oct-2009 14:43:26	Each 2	0	3721051100		Drake, Kirk	

Step	Action
13.	<p>Here you can see the Item, Due Date, and Quantity. Click the PO hyperlink to see further details.</p> <p>Due Date can be sorted by clicking on the blue arrow in that header.</p> <p>Click the 7300000634 link.</p> 

Order Information

General		Terms and Conditions		Summary	
Total	2,500.00	Payment Terms	NET 30	Total	2,500.00
Supplier	DELL COMPUTER CORP	Carrier		Received	0.00
Supplier Site	16862010	FOB	Origin		
Address	1817 WEST BRAKER LANE BLDG F AUSTIN, TX 787580000	Freight Terms			
Order Date	17-Nov-2009 09:25:44	Shipping Control			
Description		Ship-To Address			
Status	Open	Address	3911 S WALTON WALKER BLVD DALLAS, TX 75236-1598		
Note to Supplier		Bill-To Address			
Operating Unit	AAFES Operating Unit	Address	AAFES Accounts Payable PO Box 660261 Dallas, TX 75236-0261		
Sourcing Document					
Supplier Order Number					
Attachments	None				

PO Details

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
1	Goods	00070044		Computer, Desktop, Dell Optiplex 755	Each	5	500	2,500.00	Open		

Step	Action
14.	Click the Return to Shipments: Overdue Receipts link. Return to Shipments: Overdue Receipts

Overdue Receipts

Simple Search

Note that the search is case insensitive

Organization:

PO Number:


Item:

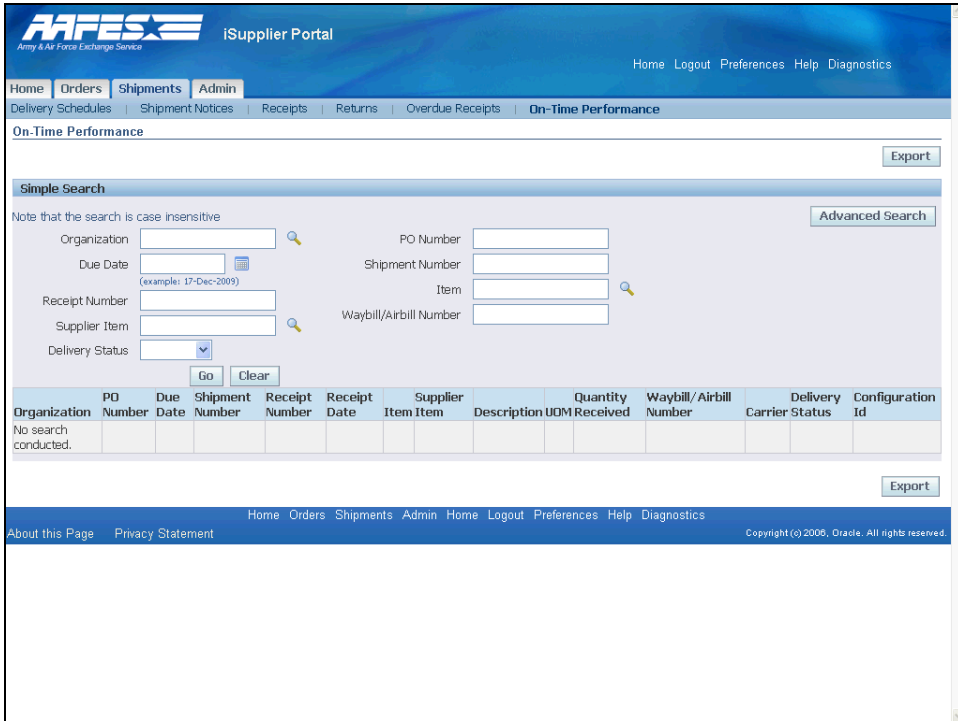
Supplier Item:

Due Date: (example: 17-Dec-2009)


Go Clear

Organization	PO Number	Item	Supplier Item	Item Description	Due Date	Quantity UOM Ordered	Quantity Received	Ship-To Location	Carrier	Buyer	Supplier Config ID
AAFES Operating Unit	730000634	00070044		Computer, Desktop, Dell Optiplex 755	17-Dec-2009 00:00:00	Each 5	0	3730441500		Drake, Kirk	
AAFES Operating Unit	730000622	00070043		Computer, Notebook, Dell 640	13-Dec-2009 00:00:00	Each 2	0	3730541200		Drake, Kirk	
AAFES Operating Unit	730000621	00070044		Computer, Desktop, Dell Optiplex 755	12-Dec-2009 00:00:00	Each 3	0	3730441500		Drake, Kirk	
AAFES Operating Unit	730000590	00070044		Computer, Desktop, Dell Optiplex 755	25-Nov-2009 00:00:00	Each 1	0	3730441500		Smith, Shalandrea	
AAFES Operating Unit	730000529	00070044		Computer, Desktop, Dell Optiplex 755	29-Oct-2009 14:43:34	Each 2	0	3721051100		Drake, Kirk	
AAFES	730000529	00070058		KD UNSPSC	29-Oct-2009 14:43:26	Each 2	0	3721051100		Drake, Kirk	

Step	Action
15.	Click the On-Time Performance link. 



The screenshot shows the AAFES iSupplier Portal interface. At the top, there are navigation links: Home, Orders, Shipments, Admin, Home, Logout, Preferences, Help, Diagnostics. Below this is a secondary navigation bar with links: Delivery Schedules, Shipment Notices, Receipts, Returns, Overdue Receipts, and On-Time Performance. The main content area is titled 'On-Time Performance' and includes an 'Export' button. A 'Simple Search' section contains a note: 'Note that the search is case insensitive'. Below the note are several search fields: Organization, Due Date (with a calendar icon and example '17-Dec-2009'), Receipt Number, Supplier Item, Delivery Status (a dropdown menu), PO Number, Shipment Number, Item, and Waybill/Airbill Number. There are 'Go' and 'Clear' buttons at the bottom of the search fields, and an 'Advanced Search' button to the right. Below the search fields is a table with the following columns: Organization, PO Number, Due Date, Shipment Number, Receipt Number, Receipt Date, Supplier Item, Item, Description, UOM, Quantity Received, Waybill/Airbill Number, Delivery Carrier, Status, and Configuration Id. The table currently contains one row with the text 'No search conducted.' and an 'Export' button at the bottom right of the table area. At the very bottom of the page, there are links for 'About this Page' and 'Privacy Statement', and a copyright notice: 'Copyright (c) 2006, Oracle. All rights reserved.'

Step	Action
16.	If you want to narrow your search, fill in any of the fields. Otherwise when you search, all receipts will show. Click the Go button. 

Organization	PO Number	Due Date	Shipment Number	Receipt Number	Receipt Date	Item	Supplier Item	Description	UOM	Quantity Received	Waybill/Airbill Number	Carrier	Delive Status
AAFES Operating Unit	7300000343			34	24-Aug-2009 08:31:15			line 1	Each	2			On-Tim
AAFES Operating Unit	7300000152	23-Jul-2009 00:00:00		8	25-Jun-2009 13:25:50	00070006		Dell D 640 Laptop	Each	1			Early
AAFES Operating Unit	7300000310	10-Jul-2009 15:49:08		24	03-Aug-2009 13:22:37	00070006		Dell D 640 Laptop	Each	10			On-Tim
AAFES Operating Unit	7300000044	03-Jul-2009 00:00:00		6	03-Jun-2009 14:43:06	00070006		Dell D 640 Laptop	Each	1			Early
AAFES Operating Unit	7300000044	03-Jul-2009 00:00:00		5	03-Jun-2009 14:38:23	00070006		Dell D 640 Laptop	Each	5			Early
AAFES Operating Unit	7300000024	05-Jun-2009 15:03:20		2	03-Jun-2009 09:20:54			Laptop Computer	Each	2	1234		Early

Step	Action
17.	<p>On this screen you can view your "On-Time" and "Early" deliveries in the Delivery Status field to the far right.</p> <p>Click the Home link.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;">Home</div>
18.	<p>End of Procedure.</p>