Email-based Suppliers

Email with Excel Attachment notification

JABIL

Getting Set Up

Once you are onboarded into e2open – you will receive below consolidated Alerts for your Vendor code from different plants, based on Communication Period and Alert frequency.

Note: Alerts will be including only those POs that weren't included in the prior email alert!

System mail address: **mailer@services.e2open.com** & **donotreply@e2open.com**

Please ensure you are not blocking these mail addresses!

SYSTEM ALERTS	SYSTEM COMMUNICATION PERIOD	ALERT FREQUENCY AT SUPPLIER
New or Changed Forecast Alert DPO (Discrete Purchase Order)	System release 4 times a day (1AM & 5AM / 1PM & 5PM UTC) based on Buyer approval	You will receive this Alert **once per week**, based on Buyer approval
New or Changed Forecast Alert JIT (Just in Time Schedule Agreement)		
Summary of Discrete Order Lines		
Problem Summary Alert		
Order De Commit Alert	System release once per day every 24 hours (starting at 00:00:00 UTC)	**Automated Alert** – triggered when Confirmed arrival date is later than previously confirmed arrival date (or no commit) and don't not meet PO requested delivery date (late) and there was no push-out request originated from Jabil.
New Discrete Purchase Order	System release twice per day 12:30AM UTC and 12:30PM UTC	You will receive this Alert **maximum twice per day (only if Jabil place new PO to you)**

Supplier Notification

The supplier will receive a system email notification with an Excel attachment about:
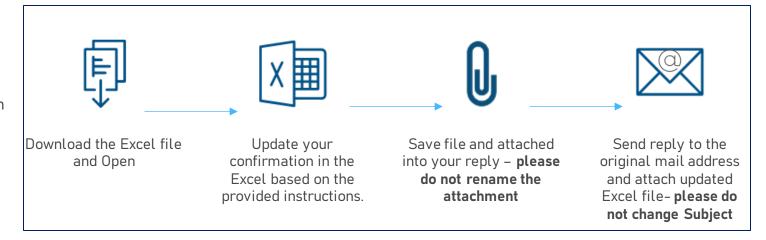
- New Purchase Orders
- Open PO Summary including PO Rescheduling and Cancellation requests too
- Order De-Commit
- New or Changed Forecast

The supplier will be able to send confirmation update for
- New and Open PO delivery date and quantity
- PO Rescheduling & Cancel request
- Forecast
in reply email with updated Excel attachment.

After 72 hours one-time token will expire!

Download the Excel file and Open

Update your confirmation in the Excel based on the provided instructions.

Save file and attached into your reply – **please do not rename the attachment**

Send reply to the original mail address and attach updated Excel file- **please do not change Subject**

Response Options

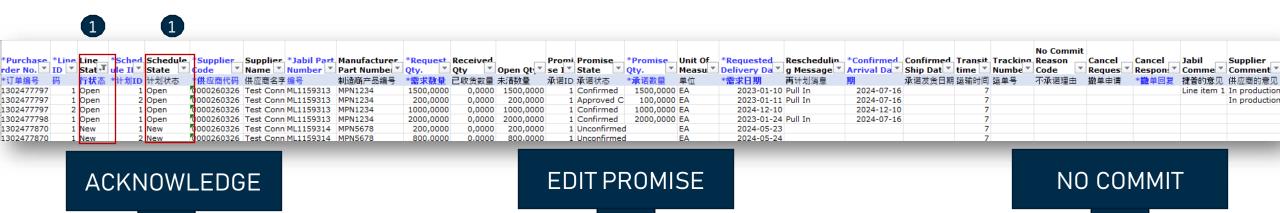|	
Discrete Purchase Orders	• Acknowledge • Edit Promise • Split Commit • No Commit
Po Cancellation Request	• Cancel Accepted • Cancel Rejected

Forecast	• Planned Orders – Commit Consumption Forecast (Optional)
	
	• SA – JIT
	
	    • Firm Demand Commit
	
	    • Forecast Commit (ATP – Available To Promise)

New / Summary of Discrete Order Lines Alert

New/Open Order Confirmation

- You can Download and Open Excel Attachments from the email

- You must respond to **New** and **Open (1)** Discrete Orders with the following options:
  - Acknowledge PO with Promise qty and Confirmed Arrival date
  - Edit Promises – split the Promise Quantity into multiple Promise Dates
  - No Commit if you leave promise qty and date fields empty

After you populate the Confirmation below status change will happen
- If you confirm the same date and qty what are Jabil's requests the Discrete Order State transitions <u>into Accepted</u> **OR**
- If you update the Promise Quantity and/or Confirmed Arrival Data/Confirmed Ship Date if needed and the Discrete Order State transitions into <u>Accepted with Changes</u>
- If you <u>leave</u> Promise Quantity and/or Confirmed Arrival Data/Confirmed Ship Date <u>empty</u> >> Discrete Order State transitions into <u>No Commit</u>

*Purchase Order No. 订单编号	*Line ID 码	Line State 行状态	*Schedule ID 计划ID	Schedule State 计划状态	Supplier Code 供应商代码	Supplier Name 供应商名字	*Jabil Part Number 编号	Manufacturer Part Number 制造商产品编号	*Request Qty. *需求数量	Received Qty 已收货数量	Open Qty 未清数量	Promise ID 承诺ID	Promise State 承诺状态	*Promise Qty. *承诺数量	Unit Of Measu 单位	*Requested Delivery Da *需求日期	Rescheduling Message 再计划消息	*Confirmed Arrival Da 期	Confirmed Ship Dat 承诺发货日期	Transit time 运输时间	Tracking Number 运单号	No Commit Reason Code 不承诺理由	Cancel Reques 撤单申请	Cancel Respon *撤单回复	Jabil Comme 捷普的意见	Supplier Comment 供应商的意见
1302477797	1	Open	1	Open	0000260326	Test Conn ML1159313	MPN1234		1500,0000	0,0000	1500,0000	1	Confirmed	1500,0000	EA	2023-01-10	Pull In	2024-07-16		7					Line item 1	In production
1302477797	1	Open	2	Open	0000260326	Test Conn ML1159313	MPN1234		200,0000	0,0000	200,0000	1	Approved C	100,0000	EA	2023-01-11	Pull In	2024-07-16		7						In production
1302477797	2	Open	1	Open	0000260326	Test Conn ML1159313	MPN1234		1000,0000	0,0000	1000,0000	1	Confirmed	1000,0000	EA	2024-12-10		2024-12-10		7						
1302477798	1	Open	1	Open	0000260326	Test Conn ML1159313	MPN1234		2000,0000	0,0000	2000,0000	1	Confirmed	2000,0000	EA	2023-01-24	Pull In	2024-07-16		7						
1302477870	1	New	1	New	0000260326	Test Conn ML1159314	MPN5678		200,0000	0,0000	200,0000	1	Unconfirmed		EA	2024-05-23				7						
1302477870	1	New	2	New	0000260326	Test Conn ML1159314	MPN5678		800,0000	0,0000	800,0000	1	Unconfirmed		EA	2024-05-24				7						

ACKNOWLEDGE — 7

EDIT PROMISE — 8

NO COMMIT — 10

PO Acknowledge

- We need your feedback on every **PO and Schedule Line** where the status is <u>NEW</u> (recently placed not yet accepted) **or <u>OPEN</u>** (Jabil made PO Change meanwhile) **(1)**

- To accept a PO please populate the Promise qty and Confirmation date
Ensure that **Promise qty (2) = Open qty (3)** (Less qty confirmation is allowed but overcommit is not allowed!)
- **Arrival Date (4)**: If you cannot confirm it (dock date at Jabil), you can confirm the **Ship Date (5)**

Note: You do not need to populate both dates in the file! – as the system will calculate the Arrival Date based on your provided ship date + **Transit time (6)** information from the next field.

- **Tracking Number (7):** if the PO is shipped you can provide the tracking number in this column

- You can share any further note or message with Jabil in the **Supplier Comment** column **(8)** in the attached template

Please send your response back **within 72 hours** of the mail sent, after that the one-time Token will expire!

Edit Promise

- In case of 'confirmation split', copy the PO line and place a **new line (1)** in the Excel and populate **Promise qty (2) and Confirmed date (3)** information in both lines

- Change **Promise ID (4)** from 1 to 2

- Please send your response back **within 72 hours** of the mail, after that the one-time Token will expire!

Edit Promise

- In case of 'confirmation split', if the promise qty has already arrived, please remove the old confirmation.

- To remove confirmation:
  - A. Please change the quantity to 0 in Promise qty **(1)** and leave any future date in Confirmed date **(2) or**
  - B. Delete the entire row and leave only valid promise ID

Please send your response back within 72 hours of the mail sent, after that the one-time Token will expire!

No Commit

- In case of PO confirmation is not possible, leave **Promise qty and Confirmed date (1)** fields empty

- Choose "**No Commit Reason Code"** from the drop-down list **(2)**

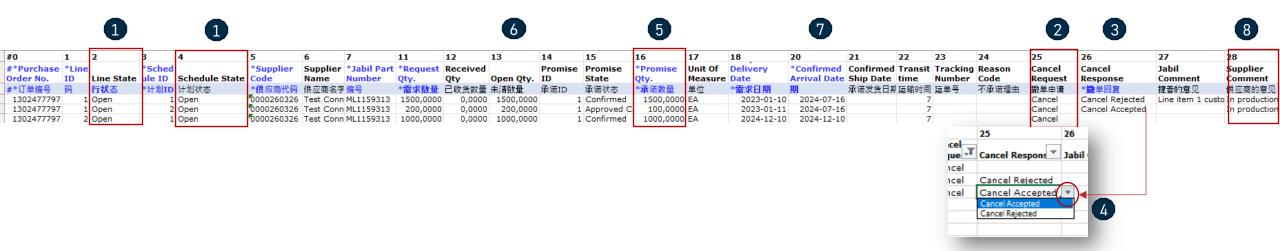- Please send your response back **within 72 hours** of the mail, after that the one-time Token will expire!

In the case of No Commit – Please choose No Commit Reason Code from the drop-down!

Cancel Request Response

- Download and Open Excel Attachment from the email

- Please follow the below instructions and note that mandatory fields need to be checked and updated.

- In the case of a PO Cancel Request published by Jabil the **Line and Schedule status (1)** changed to ‚OPEN' and **Cancel Request (2)** field is = ‚CANCEL'
- **Cancel Response Type (3):** Please choose from the drop–down list **(4)** 'Cancel Accepted' or ‚Cancel Rejected' comment

- In case of <u>Cancel Accepted</u>– please publish **Promise qty (Cancel qty) (5)** and ensure that **Promise (Cancel qty) qty** is less or equal to **Open qty (6)**
- In case of <u>Cancel Rejection</u> – please publish **Promise qty (5)** and **Promise date (7)** information too!

- You can send notes or messages to Jabil in **Supplier Comment column (8)**

New or Changed Forecast Alert

Both Excel & WEB LINK are available for Forecast checking.

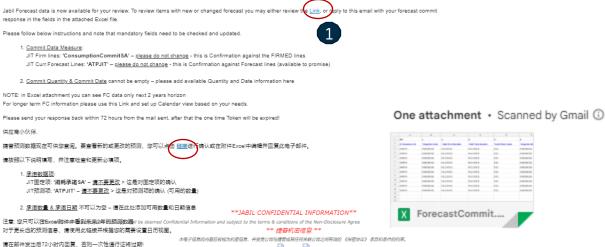In Excel you can download and see static Forecast for next 2 years.

In **WEB LINK (1)** you can see dynamic Forecast for extended horizon.

Forecast Response | Discrete Orders | Excel

- Download and Open Excel Attachment from the email

- Follow the instructions below and note that mandatory fields in BLUE need to be checked and updated.

- **Commit Data Measure (1):** You can see Consumption Commit' – this is the ONLY acceptable option, please do not change it!

- **Commit qty & Commit Date (2):** cannot be empty – add available Quantity and Date information here

- You can exclude a line from your response to use the # character prefix in the **first field (3)** or delete the line from the file.

- Note: If you would like to send a new FC Commit during the same week, please provide a full commit (entering 0 on the previously entered buckets!)

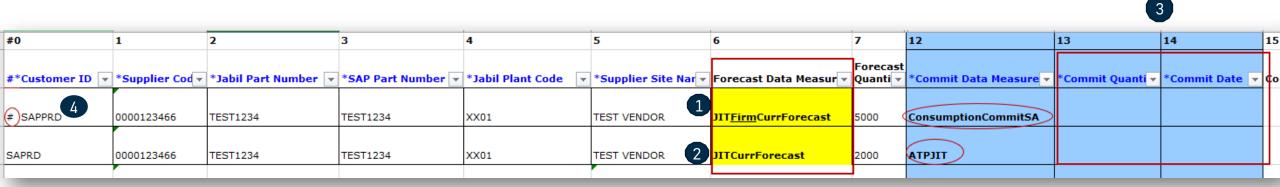| #0	1	2	6	7	8	9	11	12	13	14	15
#*Customer ID	*Supplier Code	*Jabil Part Number	Forecast Data Measure	Forecast Quantity	Forecast Date	Forecast Flex String PIT 1	Manufacturing Part Number	*Commit Data Measure	*Commit Quantity	*Commit Date	Comm
# SAPPRD	0000123466	TEST1234	ConsumptionForecast	2000	2022-11-14T00:00:00+0000	EA	TESTMPN456	ConsumptionCommit			EA
SAPPRD	0000123466	TEST1234	ConsumptionForecast	3000	2022-11-21T00:00:00+0000	EA	TESTMPN456	ConsumptionCommit			EA

Forecast Response | Schedule Agreement| Excel

- Download and Open Excel Attachment from the email

- Follow the instructions below and note that mandatory fields in BLUE need to be checked and updated!

- Commit Data Measure: you can add against to:
  - **JIT FirmCurrForecast lines to ,ConsumptionCommitSA' (1)** – ONLY this is acceptable; please do not change!
  - **JIT Curr.Forecast Lines: ,ATPJIT'(2)** – ONLY this is acceptable; please do not change! (ATPJIT means – available to promise Just inTime)
  - **Commit qty & Commit Date (3):** cannot be empty – please add available Quantity and Date information here

- You can exclude a line from your response to use the # character prefix in the **first field (4)** or delete the Line from the file

- Note: If you would like to send a new FC Commit during the same week, please provide a full commit by entering 0 on the previously entered buckets!

Forecast Response | Discrete Orders | Web Link

- After clicking the link in the email Alert, it will take you to e2open simplified web version where you can see all Jabil Part Number Forecast/Planned PO data that Jabil Buyer released to you

- Open **PO quantity (2)** is scheduled in weekly buckets based on PO requested delivery date!

Calendar
To change calendar date and view –> click the link (Monthly or QTR–ly view is available too

Click here to open Filter Menu

- You can add FC/Planned PO commit data here **(1)**
- Click Open PO number to see open PO details **(2) –** past due PO data also including
- **Netted Forecast =** FC Planned PO – Open PO Post FC load (3) – dynamic field – provide real forecast visibility!
- **Past due demand** is consolidated always in the current week's Planned PO data **(4)**
- **TOTAL** is calculated based on full data, independently from the Calendar view set up on TOP! **(5)**
- **SUM Quantity**: includes all demand and PO data based on the Calendar view set up on TOP **(6)**
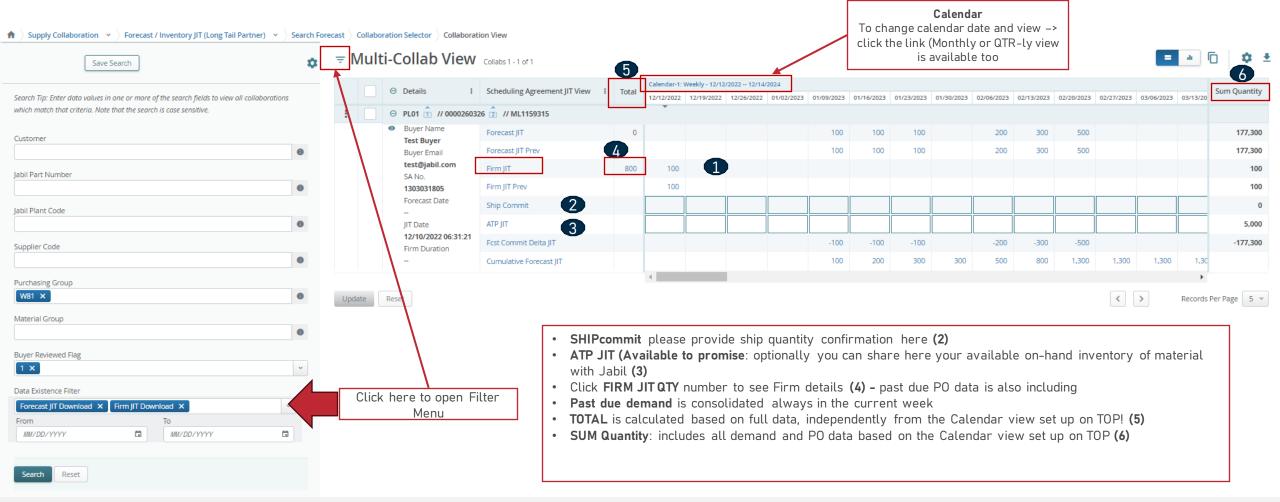
Forecast Response | Schedule Agreement | Web Link

- After click the link in the email Alert, it will take you to the e2open simplified web version where you can see all Jabil Part Number Forecast/Firm SA data what Jabil Buyer released to you

- **FIRM JIT quantity (1)** is scheduled in weekly buckets based on requested delivery date

Calendar
To change calendar date and view –> click the link (Monthly or QTR–ly view is available too

- **SHIPcommit** please provide ship quantity confirmation here **(2)**
- **ATP JIT (Available to promise**: optionally you can share here your available on–hand inventory of material with Jabil **(3)**
- Click **FIRM JIT QTY** number to see Firm details **(4) –** past due PO data is also including
- **Past due demand** is consolidated always in the current week
- **TOTAL** is calculated based on full data, independently from the Calendar view set up on TOP! **(5)**
- **SUM Quantity**: includes all demand and PO data based on the Calendar view set up on TOP **(6)**

Click here to open Filter Menu

Next Steps

Visit our Supplier Portal for more Information:

https://www.jabil.com/about-us/supplier/supplier-collaboration.html

JABIL

JABIL | MADE **POSSIBLE.** MADE **BETTER.**