



## How to confirm a PO?

### Introduction

We created this guide to help identify the STEPS and ACTIONS you should take to be able to send PO confirmation to Jabil.

### Jabil New and Open Purchase Order Communication

You will receive an email with an Excel attachment from the e2open system email address: [mailer@services.e2open.com](mailto:mailer@services.e2open.com)

Suppliers receive two types of Alerts based on Purchase Order status at JABIL: NEW or OPEN Please see below:

Alert type	Description
Summary of Discrete Purchase Order Lines	This is a weekly notification about Jabil Open PO details and required actions
New Discrete Order Alert	This is a daily notification about all NEW PO that Jabil Buyer placed on that day, and it requires confirmation from Suppliers

### Purchase Order Confirmation Options

You have 3 available options for PO Confirmation

#	Confirmation Option	Description
1	<a href="#">Acknowledge</a>	If you can meet Jabil Required date and quantity
2	<a href="#">Edit Promise</a>	If you need to split the Promise quantity into multiple delivery dates
3	<a href="#">No Commit</a>	If you cannot confirm Jabil PO



## Purchase Order Confirmation Procedure

Use the following steps:

Step	Action								
1	Download the Excel file and Open								
2	Update your confirmation in the Excel based on the provided instructions: <table border="1" data-bbox="337 558 1419 1029"> <thead> <tr> <th>If</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>You can accept Jabil Order and fully meet Jabil Required delivery date and quantity</td> <td>GO to <a href="#">Option 1</a></td> </tr> <tr> <td>You can accept Jabil Order with changes in Jabil Required delivery date and quantity</td> <td>GO to <a href="#">Option 2</a></td> </tr> <tr> <td>You cannot meet Jabil Required delivery date and quantity</td> <td>GO to <a href="#">Option 3</a></td> </tr> </tbody> </table>	If	Then	You can accept Jabil Order and fully meet Jabil Required delivery date and quantity	GO to <a href="#">Option 1</a>	You can accept Jabil Order with changes in Jabil Required delivery date and quantity	GO to <a href="#">Option 2</a>	You cannot meet Jabil Required delivery date and quantity	GO to <a href="#">Option 3</a>
If	Then								
You can accept Jabil Order and fully meet Jabil Required delivery date and quantity	GO to <a href="#">Option 1</a>								
You can accept Jabil Order with changes in Jabil Required delivery date and quantity	GO to <a href="#">Option 2</a>								
You cannot meet Jabil Required delivery date and quantity	GO to <a href="#">Option 3</a>								

## Purchase Order states

State	Description	Required Action
NEW	every new PO, not confirmed before	Supplier confirmation is required
OPEN	every PO where we have PO qty, delivery date or price change	Supplier confirmation is required
ACCEPTED	every PO what Supplier confirmed back and meet fully with Jabil requested date and qty	If no changes in Supplier Commit – Leave as it is
ACCEPTED w/CHANGES	every PO what Supplier confirmed back BUT not meet fully with Jabil requested date and qty	If no changes in Supplier Commit – Leave as it is



## Option 1

### ACKNOWLEDGE

Step	Action	Example
1	Date & Quantity >> Populate data in these fields to confirm the PO	
2	Ensure that <b>Promise qty = Open qty</b>	
3	Ship Date Confirmation: In case you cannot provide Arrival Date confirmation publish SHIP Date information in the next field	<p style="color: red; font-weight: bold;">Note: <b>you do not need to publish both dates</b> as the system will handle that and will calculate the Arrival Date based on your provided ship date + Transit time) information from the next field.</p>
4	Provide <u>Tracking number</u> information if that is available	
5	Share further note or Message in <u>Supplier Comment</u> field	
4	Save attachment <b>Do not rename the attachment!</b>	
5	Send reply to the original mail address and attach updated Excel file <b>Do not change Subject!</b>	



## Option 2

### EDIT PROMISE

Step	Action	Example
1	Date & Quantity >> Populate data in these fields to confirm the PO	
2	Ensure that <b>Promise qty = Open qty</b>	
3	In case of 'confirmation split', copy PO line and place a new line in the excel and add Promise qty and Confirmed date information in the new line	
4!	In case of split confirmation line is added <b>Please change Promise ID of new split line from 1 to 2</b>	
5	Ship Date commit is possible if you cannot provide Arrival date information >>Please publish Ship Date data in the next column	<p>Note: <b>you do not need to publish both dates</b> as the system will handle that and will calculate the Arrival Date based on your provided ship date + Transit time) information from the next field.</p>
6	Provide Tracking number information if that is available	
7	Share further note or Message in <u>Supplier Comment</u> field	
8	Save attachment >> <b>Do not rename the attachment!</b>	



Send reply to the original mail address and attach updated Excel file >> **Do not change Subject!**

## Option 3

### NO COMMIT

Step	Action	Example
1	<u>Date &amp; Quantity</u> – <b>leave empty</b> if you cannot confirm the PO	
2	Share reason of No Commit in <u>No Commit Reason Code Field</u> – use drop-down list	
3	Share further note or Message in <u>Supplier Comment</u> field	
4	Save attachment >> <b>Do not rename the attachment!</b>	
5	Send reply to the original mail address and attach updated Excel file  <b>Do not change Subject!</b>	