

### 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

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	<u>Acknowledge</u>	If you can meet Jabil Required date and quantity
2	Edit Promise	If you need to split the Promise quantity into multiple delivery dates
3	<u>No Commit</u>	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:	
	lf	Then
	You can accept Jabil Order and fully meet Jabil Required delivery date and quantity	GO to <u>Option 1</u>
	You can accept Jabil Order with changes in Jabil Required delivery date and quantity	GO to <u>Option 2</u>
	You cannot meet Jabil Required delivery date and quantity	GO to <u>Option 3</u>

#### 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	<u>Date &amp; Quantity &gt;&gt;</u> Populate data in these fields to confirm the PO	11     12     13     14     15     16     17     18     19       *Request     Received     Promise     Promise     Jait Of     Requested Delivery     Rescheduling     *Confirmed Arrival       Qty.     V     Open Qty.     V     Qty.     * Rescheduling     *Confirmed Arrival       5000,0000     0,0000     5000,0000     1     A     2023-05-15 00:00:00     Date     *Date       100,0000     0,0000     100,0000     EA     2023-05-10 00:00:00     EA     2023-06-10 00:00:00
2	Ensure that <b>Promise qty =</b> Open qty	11     12     13     14     15     16       *Request     Received     Open Qty.     1D     Qty.     Vitic Of       5000,0000     0,0000     5000,0000     1     EA       6000,0000     0,0000     6000,0000     1     EA
3	Ship Date Confirmation: In case you cannot provide Arrival Date confirmation publish SHIP Date information in the next field	17   18   19   Confirmed Arrivat     Date   *Confirmed Arrivat   Confirmed Ship   Transit     2023-05-15 00:00:00   2023-05-23 00:00:00   7   7     Note:   you do not need to publish both dates   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.   10   10   10
4	Provide <u>Tracking number</u> information if that is available	T U V W   19 20 21 22   *Confirmed Arrival Date Confirmed Ship Date Transit time Tracking Number Tracking   2023-08-08 12:00:00 2023-08-01 12:00:00 Tracking 3
5	Share further note or Message in <u>Supplier Comment</u> field	AA AB 26 27 Supplier Comment V
4	Save attachment	
	Do not rename the attachment!	
5	Send reply to the original mail address and attach updated Excel file	
	Do not change Subject!	



# SUPPLIER COLLABORATION



## Option 2

### EDIT PROMISE

Step	Action	Example
1	Date & Quantity >> Populate data in these fields to confirm the PO	11     12     13     14     15     16     17       *Request     Received     Promise     Init Of     *Requested Delivery     Rescheduling     *Confirmed Arrival       Qty.     v Que     0 pen Qty.     ID     Id     A 2023-05-15 00:00:00     Date     Date       5000,0000     0.0000     5000,0000     I     A 2023-05-15 00:00:00     Date     Date       100,0000     0,0000     100,0000     I     A 2023-05-10 00:00:00     Id     Id
2	Ensure that <b>Promise qty =</b> Open qty	11     12     13     14     15     16       *Request     Received     Promise     *Promise     Unit Of       Qty.     Qty     Open Qty.     TD     Qty.     Heasu       5000,0000     0,0000     5000,0000     1     EA       6000,0000     0,0000     6000,0000     1     EA
3	In case of <b>'confirmation</b> <b>split'</b> , copy PO line and place a new line in the excel and add Promise qty and Confirmed date information in the new line	A     D     I
4!	In case of split confirmation line is added Please change <u>Promise ID</u> of new split line from 1 to 2	O     P     Q       15     17       Promise     17       Promise Qty.     Me       ledge     1       2     5000,0000 EA
5	Ship Date commit is possible if you cannot provide Arrival date information >>Please publish Ship Date data in the next column	17   18   19   *Confirmed Arrival Date   Confirmed Ship   Transit     Date   2023-05-15 00:00:00   Date   Date   Transit     2023-05-23 00:00:00   9   Date   Transit   Transit     Note:   you do not need to publish both dates   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.
6	Provide <u>Tracking number</u> information if that is available	T U V W 19 20 21 77ansit Confirmed Arrival Date v Date v time Number 7 2 2023-08-08 12:00:00 2023-08-01 12:00:00 Tracking 3
7	Share further note or Message in <u>Supplier</u> <u>Comment f</u> ield	AA AB 26 27 Supplier Comment
8	Save attachment >> <b>Do not re</b>	ename the attachment!



# SUPPLIER COLLABORATION



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	15 10 17 18 19 20 21   * Promise Uhit Of *Requested Delivery Rescheduling *Confirmed Arrival Confirmed Ship   v v Measure Date v Message Date v   1 EA 2023-05-15 00:00:00 20 v Date v
2	Share reason of No Commit in <u>No Commit Reason Code Field</u> – use drop-down list	W X Y 23 king No Commit Reason, Cancel C ber Code 2 Code 2 Code 2 Code 2 Cancel C Reque 2 Cancel C Cancel C C Cancel C C Cancel C C C Cancel C C C Cancel C C C C C C C C C C C C C C
3	Share further note or Message in <u>Supplier</u> <u>Comment</u> field	AA AB 26 27 ▼ Jabil Comment Comment Comment Comment
4	Save attachment >> Do not rename the attachment!	
5	Send reply to the original mail a <b>Do not change Subject!</b>	address and attach updated Excel file

