1.0 PURPOSE
To identify, establish, and document the current procedures to upload shipping documents into TMS.

2.0 SCOPE
This procedure encompasses all Jabil Suppliers involved in the Inbound shipping process.

3.0 RESPONSIBILITY
The Senior Solutions Manager shall be responsible for Implementation and adherence of processes or work instructions as they pertain to the Jabil TMS System.
The TMS Business Owner or their designee shall be responsible for approval and maintenance of TMS processes and/or procedures.
The TMS Business Owner or their designee shall be responsible for ensuring that all employees involved with this procedure receive proper training towards this documented procedure.
4.0 PRE-REQUISITE

4.1 TMS-40U-Supplier Instruction is a prerequisite for this document.

5.0 PROCEDURE

5.1 Login into MG
Purchase order portlet is a window in Mercury Gate TMS that allows users- typically representing suppliers with their own logins- to route shipments that fulfill purchase orders created in the system by TMS clients. External users representing suppliers have restricted visibility in the TMS system and can view only the orders that are owned by their own company and related family companies.

STG environment -  
https://qa-jabil.mercurygate.net/MercuryGate/login/spLogin.jsp?Timeout=True

PRD environment -  
https://jabil.mercurygate.net/MercuryGate/login/spLogin.jsp?Timeout=True

Login ID and Password will be provided by Global Logistic Team or Jabil IT

Navigate to the specific supplier level by selecting the Company option and scrolling down to the appropriate Jabil site level. Below is an example of site location codes (HU07 and TN01). Each Jabil site will have a location code alongside the city the site is located in. Make sure you navigate to the correct Jabil site when creating the inbound shipment for that site.
Next, select the dashboard option on the toolbar and that will take you to the PO portlet where you can view your purchase orders.

5.2 Instructions for Uploading Shipping Documents

1. User will be located at Supplier level where all Purchase Orders will be visible

2. Select the drop-down menu and select “In Process”. This will show you all POs that are in process.

3. Select the plus sign on the line that corresponds to the PO you would like to upload the shipping documents to. The PO number will be under the “Order Number” column.
4. After expanding that order’s information, select details.

5. After selecting the details screen you will see the following screen:
6. Select the underlined shipment that starts with “SN”.

7. Hover over shipment at the top of the screen. Then hover over attachments and select documents.
8. Select the plus sign next to filename.
9. Hit the “Choose File” button to select your file. After you find your file, click save. Disregard the “Type:” dropdown.

10. Once your documents are uploaded, you will be able to see them on the next screen.

11. The next step would be to add the words “Uploading commercial invoice and packing list” to the special instructions. To do this, you will need to navigate back to the shipment’s main screen. Click Dashboard at the top of the screen. Select the drop-down menu to select “In Process”. Next, click the plus sign to expand the shipment’s details and click on the Details tab. Then, click the SN number at the bottom of the screen that appears. Scroll down to the next screen that appears and select the icon to add the special instructions “Uploading
commercial invoice and packing list” on the dialog box that appears. Once you have typed in the special instructions, click save. You should now see the special instructions that you just added.
### Purchase Order Details

- **Order Number**: 4272-1
- **Status**: In Process
- **Order Type**: Prepaid
- **Required Services**: No Required Services

### Requested Shipping Dates
- **Requested Shipping Dates**: 04/27/2021 8:00 AM - 05/03/2021 5:00 PM
- **Requested Delivery Dates**: 04/28/2021 8:00 AM - 05/03/2021 5:00 PM

### Shipment Details

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<tr>
<th>Shipment</th>
<th>Status</th>
<th>Load</th>
<th>Total Qty</th>
<th>Total Wt (lbs)</th>
<th>Origin</th>
<th>Destination</th>
<th>Pickup</th>
<th>Delivery</th>
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</thead>
<tbody>
<tr>
<td>144044173</td>
<td>Pending</td>
<td>0</td>
<td>1000.0</td>
<td>70.0</td>
<td>Jabil Supplier, Tampa, FL</td>
<td>Jabil Circuit Hungary Ltd,遷非常</td>
<td>1050.0</td>
<td>1000.0</td>
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### COD Invoices

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<th>Mode</th>
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<th>Invoice Number</th>
<th>Queue</th>
<th>SCAC</th>
<th>COD</th>
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<th>Net Total</th>
<th>Payment Terms</th>
<th>Bill Weight</th>
<th>Invoice Reason</th>
<th>GL Code</th>
<th>Complete Date</th>
<th>Check Number</th>
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### Customer Invoices

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<th>Bill Total</th>
<th>Net Total</th>
<th>Payment Terms</th>
<th>Bill Weight</th>
<th>Invoice Reason</th>
<th>GL Code</th>
<th>Complete Date</th>
<th>Check Number</th>
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</thead>
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### Vendor Invoices

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<th>Invoice Number</th>
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<th>Complete Date</th>
<th>Check Number</th>
</tr>
</thead>
</table>

### Special Instructions

- Owner
- Special Instructions

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Uploading commercial invoice and packing list to shipment.