FS2 VENDOR PORTAL (VP)

A platform for supplier to ease and simplify business process with us

5 SIMPLE TILES THAT SUPPLIER NEED TO KNOW

- **Purchase Orders**
  
  This tile displays the open Purchase Orders with suppliers, at the same time enabling invoice submission directly from the purchase order.

  To submit an invoice, select the Purchase Order you wish to invoice against, then click “Copy to Invoice”.

  Input all the mandatory fields and correct the info as per needed. Attach invoice document and submit your invoice.

- **Invoice**
  
  This tile shows suppliers’ invoice status.

  You can export the summary of invoice status into excel format.

  This tile allows you to track the invoice status whenever you want.

- **Remittance Advice**
  
  This tile also shows your invoice paid status.

  Similar function with Invoice tile.

  The main difference between two tiles is that, for “Paid” invoices, payment document and payment date will be shown in Remittance Advice tile.

- **Our Accounts**
  
  This tile summarizes supplier account number with Jabil and all the related data associated with supplier accounts.

  You can validate vendor account information (i.e. suppliers’ company name, country of origin, company address, contact number, payment terms, payment method and bank information) in this tile.

  If there is any data discrepancy, please follow current practice to contact respective buyer to update VMM data in order reflect the correct information in VP.

- **Company**
  
  This tile summarizes Jabil company/entity which supplier is dealing business with, and the related data associated with Jabil company/entity.

  Check your relationship with Jabil entity as well as the entity name, address & tax information.
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INTRODUCTION
1.1 What is Jabil FS2 Vendor Portal (VP)?

Jabil FS2 Vendor Portal (VP) is a platform for suppliers to ease and simplify the business process with Jabil.

The benefits this platform has to offer includes:

- Gain access to enter invoice info directly online in VP (self-flip) - a much faster and accurate way to submit your invoices for payment
- Search, retrieve and flip Purchase Orders (self-flip PO into invoices and view the status of invoices with a click
- Instant access to PO, Invoice and Payment information in one place
- Check Invoice/Payment status online at any time

And most importantly, the service is Free of Charge!
## 1.2 Invoice Requirements

<table>
<thead>
<tr>
<th>Invoicing Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Category</strong></td>
</tr>
<tr>
<td><strong>Direct Material (SAP)</strong></td>
</tr>
<tr>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>Invoice Date</td>
</tr>
<tr>
<td>Invoice shall not be issued prior to the actual date of delivery</td>
</tr>
<tr>
<td>Quantity &amp; Unit Price</td>
</tr>
<tr>
<td>Quantity and unit price of the itemized goods/services specified in an invoice must be aligned with the purchase order</td>
</tr>
<tr>
<td>Purchase Order Number</td>
</tr>
<tr>
<td>Mandatory to issue one invoice with one purchase order</td>
</tr>
<tr>
<td>Mixture of Direct Material and Indirect Material (C-1000XXXXXXXX) purchase orders in the same invoice is not acceptable</td>
</tr>
<tr>
<td>Mixture of non-consignment order and consignment order in the same invoice is not acceptable</td>
</tr>
</tbody>
</table>
## 1.2 Invoice Requirements

<table>
<thead>
<tr>
<th>Category</th>
<th>Invoicing Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Material (SAP)</td>
<td>Product description should indicate in the invoice, do not leave it blank</td>
</tr>
<tr>
<td></td>
<td>Rebate invoice/Credit Note must indicate the rebate reason, original purchase order number with line and original invoice number at &quot;Remarks&quot; column</td>
</tr>
<tr>
<td></td>
<td>Goods or Taxable Services column must include Chinese description</td>
</tr>
<tr>
<td></td>
<td>Invoice shall contain the correspondence purchase order number/consignment's information, vendor code, name of purchaser at &quot;Remarks&quot; column</td>
</tr>
<tr>
<td></td>
<td>Fixed Asset invoice is required to indicate &quot;Advance payment/Progressive payment/Acceptance payment/Retention payment at &quot;Remarks&quot; column</td>
</tr>
</tbody>
</table>

Invoice Description (Only applicable to China VAT - CNY currency invoices)
# 1.3 Invoice Submission

## Invoice Submission

<table>
<thead>
<tr>
<th>Category</th>
<th>Direct Material (SAP)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td>All Direct Material Supplier (Purchase order other than C-10000xxxxxx) are required to submit invoices through Jabil FS2 Vendor Portal (VP). <strong>Jabil FS2 Vendor Portal (VP)</strong> only available for Direct Material PO Invoicing. Indirect Materials invoice processing will be remained in Coupa Service Portal (CSP).</td>
</tr>
</tbody>
</table>

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**Jabil FS2 Vendor Portal**

- Please ensure you complete VP registration through the email invitation link. If you do not receive any VP invitation link from us, please log a ticket through [Jabil FS2 Vendor Portal - Queries Form](#).

- Please refer to each tile in VP for Jabil FS2 Vendor Portal training materials.

- Only submit invoice in **PDF Digital / OFD format (OFD format is applicable to E-tapiaoo)**: (Not allow ZIP / RAR File / Security Password Folder)

- Invoice# should not more than 16 digits

- Strictly for invoice submission only. Avoid send in consignment invoices & Trash (non-invoice documents, packing list, T&C, AP query, SOA, Delivery Note, Acknowledgement)
ONBOARDING TO VP
2.1 VP User Account Activation

As a registered vendor with Jabil, you will:

- Receive an email invitation link as per screenshot
- Click the blue box to activate your VP user account

If you do not receive any VP invitation link from us, please log a ticket through Jabil FS2 Vendor Portal - Queries Form
2.1 VP User Account Activation

Next...

- You will be directed to VP Account Activation page

- Please ensure your details is correct and set your own password, then click “Save”

If you do not receive any VP invitation link from us, please log a ticket through Jabil FS2 Vendor Portal - Queries Form
2.2 Change of VP Account User

Things to take note:

1. An account registration link can only be allowed to activate once per an account.

2. If you are not the right person to access to VP, kindly log a ticket by filling in Jabil FS2 Vendor Portal - Queries Form. We will attend to your enquiries as soon as possible.

3. It is mandatory to use a shared mailbox address for VP account registration if more than two users need to access to VP. Please note that a distribution list (DL) is not feasible and not acceptable.
2.3 Enquiries/ Questions

If you encounter any access/log-in issue or need more information regarding Jabil FS2 Vendor Portal (VP)...

• Please log a ticket by filling in Jabil FS2 Vendor Portal - Queries Form and state the enquiries/issues in the ticket.

• We will attend to your enquiries as soon as possible.
3.0
VP FUNCTIONALITY
To enhance your convenience, this user manual is also stored in “Help” icon on the top right corner of each tile.

### 3.1 Purchase Order

- This tile displays the open Purchase Orders with suppliers, at the same time enabling invoice submission directly from the purchase order.
3.1 Purchase Orders

Information displayed in VP Purchase Orders tile

It indicates the number of available Purchase Orders.

Available Purchase Orders are displayed on the left side panel of the screen.
(a) New = Pending Goods Receipt
(b) Open = Goods have been received

When a purchase order is selected, the details will appear on the right side.
3.1 Purchase Orders

Submit invoice through VP Purchase Orders tile

To submit an invoice, key in the Purchase Order you wish to invoice against, then click to select it.

Select the line item to be billed and click “Copy to Invoice”.

To enhance your convenience, this user manual is also stored in “Help” icon on the top right corner of each tile.
3.1 Purchase Orders

Submit invoice through VP Purchase Orders tile (Con’t)

This will pre-populate the information from the selected Purchase Order.
3.1 Purchase Orders

Submit invoice through VP Purchase Orders tile (Con’t)

- Add the invoice reference number
- Correct the invoice billing date if needed. Or else, it will be default as PO creation date.
- Attachment is mandatory. Please drag/add invoice PDF/OFD file to this section.
- Correct the invoice total amount if needed. Input “-” in front of the amount if this is a Credit Note
- Add tax amount and delivery note if applicable.
- It is necessary to amend line-item amount to match with invoice total amount.
- Correct the line-item quantity if needed.
- Click “Submit” after all the info have been input.

To enhance your convenience, this user manual is also stored in “Help” icon on the top right corner of each tile.
3.1 Purchase Orders

Things to take note:

1. Purchase Order tiles only displays Purchase Order (PO) number created within one year.

2. Please ensure to bill us in time before the PO becomes invisible.

3. In case where your PO is invisible, please contact your PIC accountant.

4. PO deleted & blocked is not visible in this tile, please contact buyer to unblock the PO.
3.2 Invoice

- This tile shows suppliers’ invoice status.
# 3.2 Invoice

## Information & useful buttons in VP Invoice tile

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Record Number:</strong> The PTS record number created in system</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td><strong>Receipt Date:</strong> The date when the invoice is submitted</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td><strong>My Vendor Number:</strong> Your registered vendor code with Jabil</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td><strong>Status:</strong> The status of the invoices. You can select the status you wish to view from the drop-down list. (i.e. In Process, Processed, Paid, Cancelled and ALL)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td><strong>Buyer Org:</strong> Jabil entity which supplier dealing with</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td><strong>Reference:</strong> Invoice reference</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td><strong>Billing Date:</strong> Invoice date</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td><strong>Amount:</strong> Invoice amount</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td><strong>Purchasing Document:</strong> Purchasing Document (PO) number</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td><strong>Delivery Note:</strong> Reference of delivery note</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td><strong>Payment Method:</strong> Payment method</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td><strong>Payment Terms:</strong> Your agreed payment term</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td><strong>Due Date Net:</strong> Due date of the invoice</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Maximum Results:</strong> The number of record shown. Please input “9999”</td>
<td></td>
</tr>
</tbody>
</table>

### Useful buttons

- A. **Hide Filter Bar:** Filter bar will be hidden if this is selected
- B. **Clear:** Clear all the filters
- C. **Filters:** More options for Filters is available here
- D. **Export to Excel:** Click here to export the information to Excel file
- E. **Sort:** Sort your invoices in desired order

To enhance your convenience, this user manual is also stored in "Help" icon ☰ on the top right corner of each tile.
3.2 Invoice

Details of status displayed in VP Invoice tile

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Process</td>
<td>Sub- Status of Invoices as follow:</td>
</tr>
<tr>
<td></td>
<td><strong>Sub Status</strong></td>
</tr>
<tr>
<td>Received</td>
<td>Invoice received, pending process</td>
</tr>
<tr>
<td>Received-Duplicate</td>
<td>Duplicate Invoice due to the same invoice is submitted multiple times, either through the same channel or different channels</td>
</tr>
<tr>
<td>In Process</td>
<td>Invoice pending process</td>
</tr>
<tr>
<td>Pending buyer release</td>
<td>Pending buyer release MRBR block</td>
</tr>
<tr>
<td>Pending good Receipt</td>
<td>Pending good receipt</td>
</tr>
<tr>
<td>Processed</td>
<td>Invoice posted and payment will be released according to Jabil’s payment cycle</td>
</tr>
<tr>
<td>Paid</td>
<td>Invoice has been paid</td>
</tr>
<tr>
<td>Cancelled</td>
<td>Invoice has been rejected due to miscellaneous issue (eg Duplicate record, Invoice re-issue &amp; etc)</td>
</tr>
<tr>
<td>All</td>
<td>All the invoices under status In Process, Processed, Paid and Cancelled.</td>
</tr>
</tbody>
</table>
3.3 Remittance Advice

- This tile also shows suppliers' invoice status.
- Similar function with Remittance Advice tile. The main difference between two tiles is that, for "Paid" invoices, payment document and payment date will be shown in Remittance Advice tile.
### 3.4 Company

- This tile summarizes Jabil company/entity which supplier is dealing business with, and the related data associated with Jabil company/entity.

- If supplier only dealing with 1 Jabil entity, it will show 1 under this tile; Whereas, if supplier is dealing with multiple Jabil entities, it will show the total number of Jabil entity account.

- It helps supplier to determine Jabil account information for invoice billing purpose in the case that supplier is having business with multiple Jabil entities.

To enhance your convenience, this user manual is also stored in “Help” icon on the top right corner of each tile.
3.4 Company

Information displayed in VP Company tile – Contact

It indicates the number of Jabil entity which supplier is dealing with.

It shows Jabil entity name together with relevant company code.

It shows information related to Jabil entity such as Jabil company name and address.

To enhance your convenience, this user manual is also stored in "Help" icon on the top right corner of each tile.
3.4 Company

Information displayed in VP Company tile – Relationship & Tax Details

It indicates the relationship between supplier & Jabil entity including Supplier code & name maintained in Jabil system and Jabil entity company code & company name.

Supplier can check the tax information of Jabil entity such as company code, company name, country origin & tax ID.
3.5 Our Accounts

- This tile summarizes supplier account number with Jabil and all the related data associated with supplier accounts.
- It will show 1 account if supplier only has 1 vendor code created with Jabil & vice versa.
- Supplier can validate vendor account information. If there is any data discrepancy, please follow current practice to contact respective buyer to update VMM data in order reflect the correct information in VP.
3.5 Our Accounts

Information displayed in VP Our Accounts tile – Contact

- It indicates the number of supplier accounts with Jabil entities.
- It shows supplier multiple accounts together with vendor code & vendor name.
- It indicates vendor name & origin country.
- It indicates supplier's name, address & contact number.

To enhance your convenience, this user manual is also stored in “Help” icon on the top right corner of each tile.
3.5 Our Accounts

Information displayed in VP Our Accounts tile – Payment Terms

Under ‘Payment Terms’ tab, it indicates information related to payment as below:

(a) Company – The related Jabil entity which supplier account is dealing with

(b) Payment Terms – Supplier payment term maintain in Jabil System
3.5 Our Accounts

Information displayed in VP Our Accounts tile – Bank Information

This tab indicates supplier bank information such as Supplier account number (Only display the last 4 digits in Portal), Bank key & control key.
THANK YOU