

Shipment Booking in GLO/e2open

This quick guide covers how to book shipments and request pickups in the Global Logistics Orchestration (GLO) system as a **Portal User**.

Vendor Booking Overview

Suppliers using e2open will receive system alerts to initiate vendor bookings for shipments ready to dispatch.

You will receive an email with UI link from the e2open system: donotreply@e2open.com or mailer@services.e2open.com

<p>Vendor Booking Required Alert</p>	<p>An alert is sent to the supplier to create a Vendor Booking in GLO based on the PO commit date or the PO required delivery date minus (transit time from PO plus 5 days for preparation).</p>
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 **Processes in GLO**

<p><u>Pre - ASN</u></p>	<p>Start the vendor Booking process in the GLO tool -using the UI link from the email or from the menu after login</p>
<p><u>Post - ASN</u></p>	<p>Complete Vendor booking outside of GLO, but share Tracking data in GLO</p>
<p><u>Document Upload</u></p>	<p>Finalize Vendor Booking and upload the required shipping documents using UI Link from the email</p>

NOTE: Parcel booking is not possible with GLO, but you can share data in the tool to ensure shipment visibility for Jabil > [Go to Post – ASN process](#)

Pre - ASN

How to book shipment in GLO tool

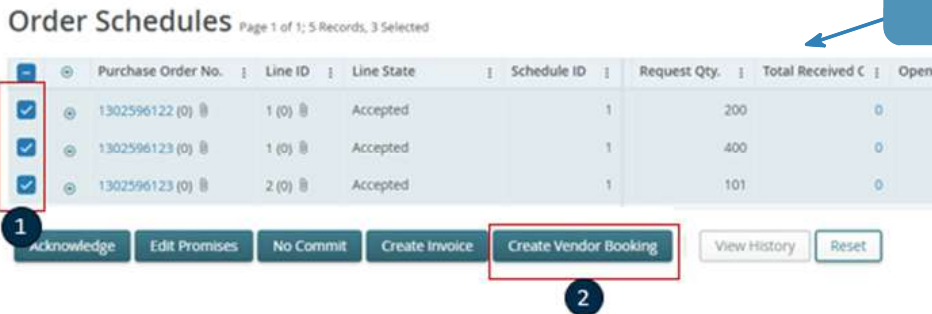
1 Email Alert



Click the link in the email to begin the Vendor booking process for the listed POS.

Only the link option is available for email users!

2 Create Vendor Booking



Select the relevant POs from the list and click 'Create Vendor Booking'

Note: Only confirmed POs can be used to add shipment bookings, and the commit date must not be in the past. The system will display an error message if any selected PO is unconfirmed or if the commit date is in the past.

3 Booking Header data – mandatory fields marked with a red star * :

1.Ship Date

Mandatory field, This is the expected ship date for the goods to be picked from the start location.



Ship Date: select a date by clicking the calendar icon on the top right

2. Declaration Required

Optional Field - It is define if any export license is required from a specific origin

The screenshot shows the 'Vendor Booking Details' form. The 'Declaration Required' field is a dropdown menu with 'Yes' and 'No' options. The 'Declaration Location' field is a text input. A blue callout box with arrows pointing to these two fields contains the text: 'Select from the drop-down list YES or NO, and Publish Declaration Location too'.

3. Transaction Mode

Transaction mode Options:

- **International Trade:** Involves buying and selling goods and services between companies in different countries. Export/import clearance is required, except for free samples, low-value shipments, and similar exceptions.
- **Domestic Trade:** Buying and selling within the same country, which does not require customs declarations.
- **Bonded Trade:** Allows exporters and importers to benefit from duty-free status or defer payment of duties and taxes until the goods are either released for domestic use or re-exported.

The screenshot shows the 'Vendor Booking Details' form with the 'Transaction Mode' dropdown menu open. The options are 'International Trade', 'Domestic Trade', and 'Bonded Trade'. A blue arrow points to the dropdown menu.

3. Supplier Shipment reference

The screenshot shows the 'Vendor Booking Details' form. The 'Supplier Shipment Reference' field is a text input field, highlighted with a red box. A blue arrow points to this field.

Optional Field for suppliers to add here your internal shipment booking reference number for future follow up

4. Incoterms

Automatically mapped from PO but you can edit here if needed

The screenshot shows the 'Vendor Booking Details' form. The 'Incoterms' field is a dropdown menu with 'EXW' selected. The 'Incoterms Location' field is a text input with 'Wuxi' entered. Both fields are highlighted with red boxes. A blue arrow points to the 'Incoterms' field from the text above.

5. Pick up Location

Location address from where the Shipment should be picked-up, this is a type-ahead field where users begin typing the address, and the system suggests available options, populating the relevant fields

You can create new address data with click here to open template

2

1 Start typing to see available addresses and select options.

Denotes required field.

Address ID * 0000260326_test_supplier1

Address Description Test Supplier new pick up address

Address 1 No.1 Xinjiang road

Address 2

Address 3

Address 4

Address 5

City Zhuhai City

Country

State

Country * CN-China

Zip 519100

Cancel OK

4 Copy and paste

Ensure the Address ID is unique, and the Country field contains the correct country code!

6. Place of Delivery

- Delivery address: Mapping automatically from the Purchase Order
- Delivery address change is also available: follow these steps!

Denotes required field.

Address ID * Test Jabil Plant Hungary

Address Description Test Jabil Plant Hungary

Address 1 * Test Street 32 32

Address 2

Address 3

Address 4

Address 5

City * Test City

Country

State

Country * HU -Hungary

Zip 3589

Cancel OK

4 Copy and paste

Ensure the Address ID is unique, and the Country field contains the correct country code!

7. Shipment Details

1. Freight Forwarder (Pre-ASN) field with a search bar containing 'ku' and a dropdown menu showing 'KHNN KUEHNE + NAGEL INC.'.

2. Transport Mode dropdown menu with 'OCEAN' selected.

3. Packing Comments field containing '2 pallets (120 cm * 80 cm) 20 boxes (30 cm * 20cm)'.

4. Chargeable Weight (KGS) field containing '550'.

Freight Forwarder has a type-ahead field – results will display as the user begins typing

Transport Mode is a required field – users must choose from the drop-down menu.

Packing Comment is required and should include the number and the type of each package and its weight and measurements. Same data have in the Packing List document.

Chargeable weight is needed and must be entered in kilograms (KGS)

4 PO Details

PO data is filled

Booked qty is filled from the PO but editable (less qty is allowed only!)

Packaging type you can select from the drop-down list, and you can add the number of packages

DG Flag: YES or NO > Select YES if the shipped materials are hazardous. MSDS documents need to be attached! See the steps in the Document upload section

Service Level options
Standard is meant to cover all economic, consolidated, and cheap services
Express is meant to cover the fastest service the FF can provide (Express, Gold, Premium, Next Day)

Vendor Booking Line ID	Purchase Order	Purchase Flag	Jabil Part Number	Jabil Material Group	Commodity	Unit Of Meas	Booked Qty*	No. Of Packages	Packaging Type	DG Flag	MPN Number	Expected FF/Carrier	Expected Transport Mode	Expected Service Level	Service Level*
1	1302596248	1	HB1159316	P...	JABIL	EA	210	2	Pallet Wooden	-	MANUFACTURE...	KHNN	OCEAN	Standard	Standard
2	1302596249	1	HB1159316	P...	JABIL	EA	220	20	Boxes	Yes	MANUFACTURE...	KHNN	OCEAN	Standard	Standard

After all data is entered, users can click 'Calculate' to view the expected freight forwarder/carrier and transport mode!

Expected Freight Forwarder/Carrier, Transport Mode, and Service Level are mapped from the digitized Jabil Routing Guide (RG) and displayed only after the user clicks the Calculate button (7) at the bottom left of the page.

5 PO Details 2

1. HS Code: Initially filled with 000000 but can be modified by the user.
2. Stackable Allowed: Options are YES or NO, selectable from a dropdown menu.
3. Battery Included: Users can choose YES or NO from the available options.
4. Invoice number is optional.
5. ECCN Number is optional. The Export Control Classification Number (ECCN) is used to classify dual-use items, commercial goods, and products with potential military applications, and to determine whether an export license is required for certain destinations.
6. Cargo Type: Users select from a predefined list.

Please provide more details in the following optional fields as well.

1. HS Code field containing '000000'.

2. Stackable Allowed dropdown menu with 'Yes' selected.

3. Battery Included dropdown menu with 'No' selected.

4. Invoice Number field.

5. ECCN Number field.

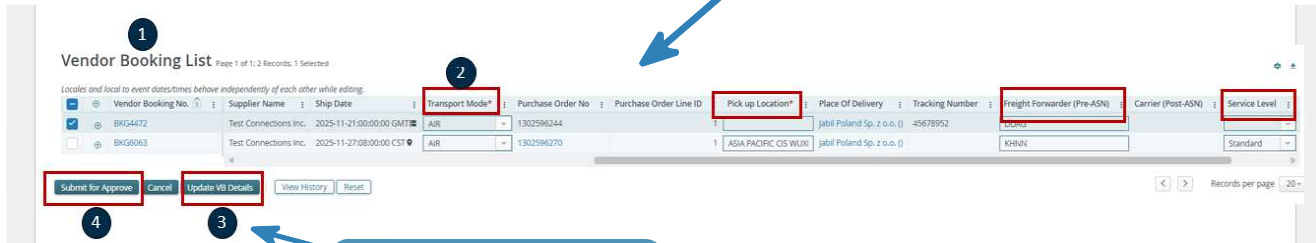
6. Cargo Type dropdown menu with 'Raw Material' selected.

After verifying all details, users should click on "Create Shipment".

Vendor Booking **BKGP3654** created successfully. Please Note: Please attach the documents on the Vendor Booking.

The system saves the booking and displays a confirmation pop-up with the Booking ID. Click the hyperlinked Booking ID to access booking details and upload required shipping documents.

You can update on the main page the Transport mode(drop-down list), the pick-up location (type-ahead field), the Forwarder (type-ahead field), and the service level (drop-down list)

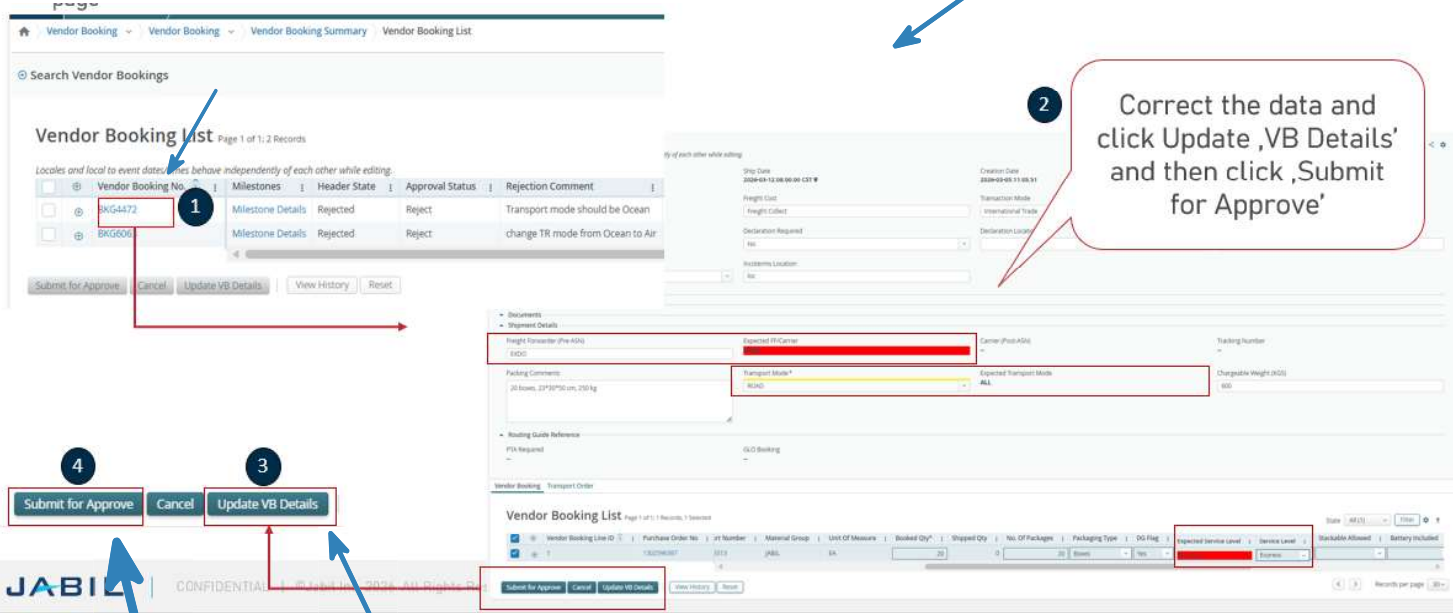


Correct the data and click "Update VB Details"

After updated all necessary fields click "Submit for Approve" to notify Jabil and get approval for the booking. If you missed that step system will notify you before leave the page.

If you need more details, click on Booking ID in the list to open VB Details page – Expected data marked with RED, follow the steps.

Made the necessary updates in the UI



Correct the data and click Update ,VB Details' and then click ,Submit for Approve'

Correct the data and click "Update VB Details"

After updated all necessary fields click "Submit for Approve" to notify Jabil and get approval for the booking. If you missed that step system will notify you before leave the page.

Contact Logistics' - in Expected FF/Carrier !

Undefined Booking in the Digitized Routing Guide

During the vendor booking process: If the carrier or transport mode isn't listed in the Routing Guide, you'll see 'CONTACT LOGISTICS' after clicking 'Calculate'.

Vendor Booking Line Items

Vendor Booking Line ID	Purchase Order No	Purchase Order Line ID	Booked Qty*	No. Of Packages	Packaging Type	DG Flag	MPN Number	Expected FF/Carrier	Expected Transport Mode	Expected Service Level	Service Level
1	1302596505	1	250	2	Pallet Woo	No.	MANUFACTURER PART NUMBER TEST CODE	CONTACT LOGISTICS	AIR	Standard	Standard

Buttons: Calculate, Save, Create Shipment, Undo

Callout 1: Calculate button
Callout 2: CONTACT LOGISTICS cell
Callout 3: Save button

You can save the Booking ID and contact Jabil for assistance.

- Use the HELP menu to find the appropriate logistics support email for each Jabil plant before finalizing your booking.
- Check the valid Jabil Shipping and Routing Guide or consult a Jabil Buyer for guidance.
- Once you have all details, return to your saved booking to update the FF/Carrier information.

Post - ASN

If shipment booking is done outside of GLO, suppliers can update tracking data, transport mode, and carrier or forwarder name in the order list once the booking is complete. This information remains accessible outside of GLO.

1 From email alert using UI link

Please use the email link to access the PO data regarding the items scheduled for shipment.

Tracking Number	Carrier	Carrier Name	Transport Mode	Promise Qty.
1302596278				1,000

New fields have been added: **Carrier, Carrier Name, and Transport Mode.**

Use the table editor when fields are unavailable in the UI. (2) You can rearrange any fields in the order list, moving them up and down (3) Click "Save and Close" once setup is completed (4)

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Users can then enter the Tracking Number, Carrier, and Transport Mode details for the POs.

Once the details are entered, click **"Acknowledge"** to save the information.

The **Carrier** field is type-ahead.

The **Transport Mode** is chosen from a drop-down list.

The screenshot shows the 'Order Schedules' page with a table of schedule details. The table has columns for Purchase Order No., Line ID, Line State, Schedule ID, Booked Qty, Total Booked Qty, Tracking Number, Carrier, Carrier Name, and Transport Mode. A row is selected with Purchase Order No. 1302596246, Line ID 1, Line State Open, Schedule ID 1, Booked Qty 200, Tracking Number 123746080196893152, Carrier UPSN-PARC, Carrier Name UNITED PARCEL SERVICE INC., and Transport Mode PARCEL. Below the table are buttons for Acknowledge, Edit Promises, No Commit, View History, and Reset. A confirmation message at the bottom right states 'Action executed successfully for 1 schedule(s)'. A red error message at the bottom left states 'Application Message: Some of the business objects could not be modified. For Detail please provide Correct Carrier Name and Tracking Number'. Annotations 1 through 5 point to various elements: 1 points to the Acknowledge button, 2 points to the Carrier and Transport Mode columns, 3 points to the Acknowledge button, 4 points to the error message, and 5 points to the confirmation message.

Rules: For Transport Mode marked as PARCEL, only these options are permitted: **FDE-PARCEL, DHLS-PARCEL, or UPSN-PARCEL**; otherwise, an error notification will be shown.

Once all data has been entered correctly, a confirmation message will be displayed

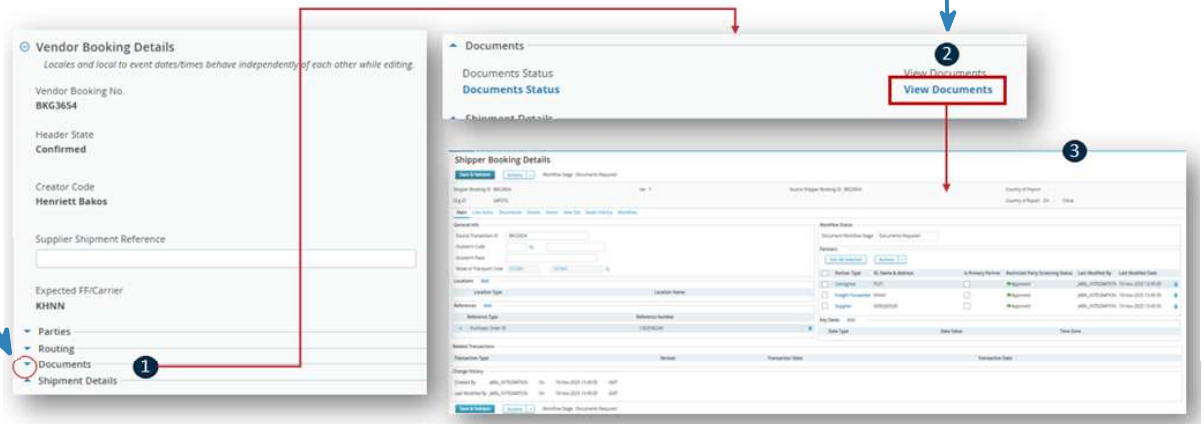
Document Uploading Process

Mandatory required documents with your shipment are: Commercial Invoice, Packing List, and Material Safety Data Sheets for dangerous goods.

1 Complete Vendor Booking by clicking the Booking ID and open Vendor Booking details page

On the Vendor Booking Details page, locate the menu labeled Documents and click the blue arrow to expand it

Select View Documents to go to the page where you can begin the process

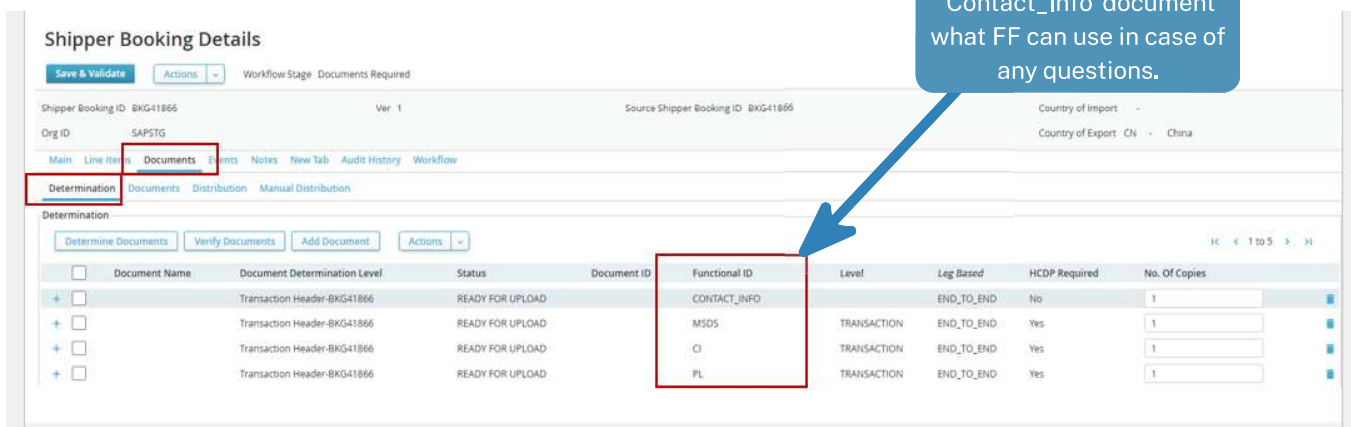


The required documents are listed in the Document tab.

Four standard documents are required:

- Commercial Invoice – CI;
- Packing List – PL;
- Supplier contact information (email and phone number) in a document. In case FF has any inquiries regarding booking details – CONTACT_INFO;
- Material Safety Documents – MSDS (if applicable)

Don't forget to share your contact data in the 'Contact_Info' document what FF can use in case of any questions.



2

How to upload documents

The screenshot shows the 'Shipper Booking Detail' page. At the top, there are 'Save & Validate' and 'Actions' buttons. Below that, the 'Shipper Booking ID' is BKG5941 and the 'Org ID' is SAPSTG. There are tabs for 'Main', 'Line Items', 'Documents', and 'Events'. The 'Documents' tab is selected and highlighted with a red box. Below the tabs, there are fields for 'Determination' and 'Document Tracking Information'. At the bottom of the 'Documents' section, there are two buttons: 'Add Document' and 'Add Document(s)', both highlighted with a red box. Below these buttons is a 'Document Name' field. At the very bottom, there are 'Save & Validate' and 'Actions' buttons again.

Go to the **Documents** section in the second part.

Click on **“Add Document”** or **“Add Document(s)”**.

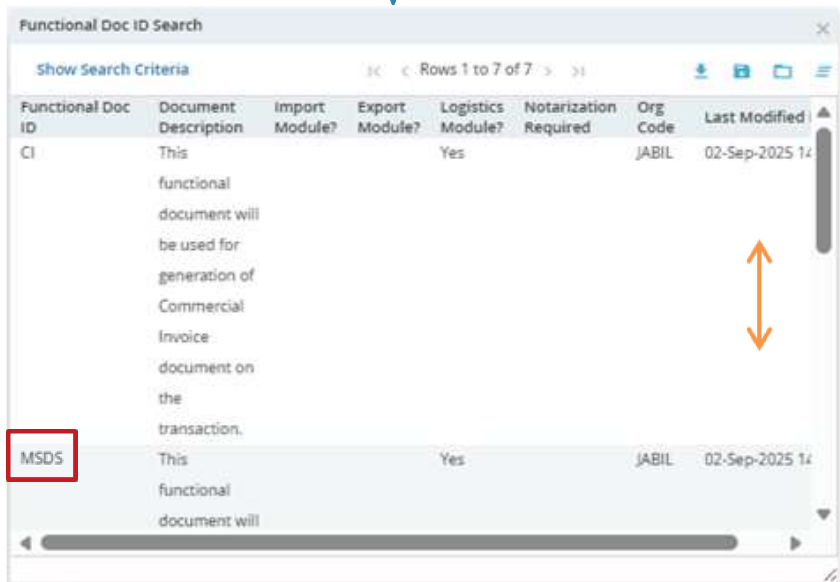
The screenshot shows the 'Upload and Attach Document' dialog box. It has several fields: 'Document Name' (text input), 'Document Type' (dropdown menu set to 'Upload File'), 'Document' (file selection area with 'Choose File' and 'No file chosen' text), 'Functional ID' (text input with a search icon on the right, highlighted with a red box), 'Document Category' (dropdown menu), and 'Comments' (text input). At the bottom right, there is a 'Save' button.

A new window will open where you need to enter the Function ID from the database >> click the icon to open the list

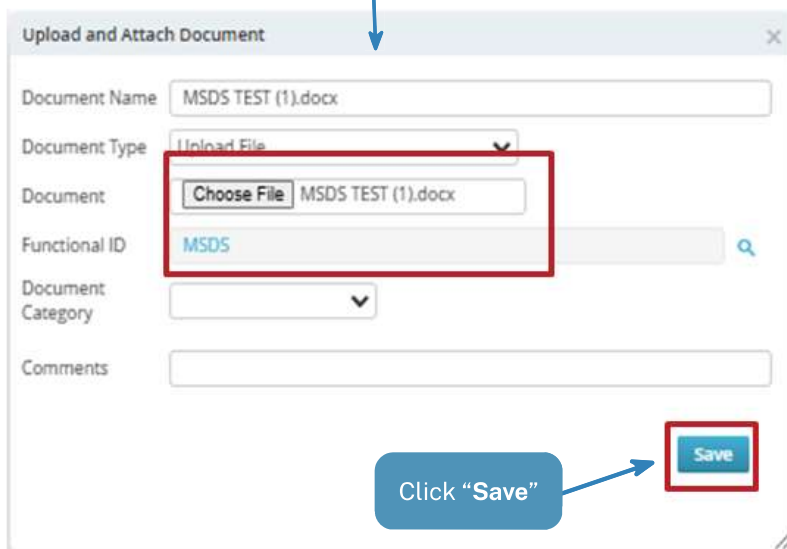
The screenshot shows the 'Functional Doc ID Search' dialog box. It has a 'Hide Search Criteria' button at the top right. Below that, there are several search criteria: 'Functional Doc ID' (dropdown set to 'Starts With' and a text input), 'Lead Time' (dropdown set to 'Equals' and a text input), 'Import Module?' (dropdown set to 'Equals' and a dropdown menu), and 'Export Module?' (dropdown set to 'Equals' and a dropdown menu). At the bottom, there are 'Search' and 'Clear' buttons, with the 'Search' button highlighted by a red box.

Click **“Search”** (no need to enter any search criteria)

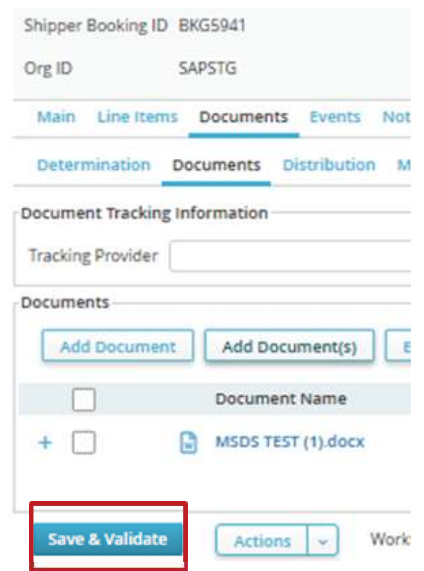
From the list that appears, double-click the document type you wish to upload.
 Three default documents are mandatory:
 Commercial Invoice –CI; Contact_Info, Material Safety Documents –MSDS;
 Packing List –PL



After double-clicking the type, the selected Function ID will appear in the list highlighted in blue. Now, upload the document by clicking “Choose file”



Please share your contact data in the ‘Contact_Info’ document what FF can use in case of any questions.



Once all documents are uploaded, click “Save & Validate”

3

All documents will now be linked to your Shipment Booking and will be shared with the Carrier.