

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 Option 3	

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 & Quantity >></u> Populate data in these fields to confirm the PO	11 12 13 14 15 16 17 18 19 *Request teceived promise #romise bit of *Requested Delivery Rescheduling *Confirmed Arrival (ty. v(ty. v(ty. *Message Date * Message Date * Date
2	Ensure that Promise qty = Open qty	11 12 13 14 15 16 *Request Qty. Qty Open Qty. 1D Qty. View Viewsu 5000,0000 0,0000 5000,0000 1 EA 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 Message Date Date 2023-05-15 00:00:00 2023-05-23 00:00:00 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
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 Transit Tracking Number V 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 18 19 19 Qty. Open Qty. ID Fromise Fromise Fromise To Secheduling Confirmed Arrival 5000,0000 0,0000 5000,0000 1 A 2023-05-15 Sociological Date V 5000,0000 0,0000 5000,0000 1 A 2023-05-15 Sociological Date V 100,0000 0,0000 100,0000 1 A 2023-06-10 Sociological Date V
2	Ensure that Promise qty = Open qty	11 12 13 14 15 16 *Request Received Open Qty. *ID Qty. *Measu 5000,0000 0,0000 \$\$000,0000 1 EA 6000,0000 0,0000 6000,0000 1 EA
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	A D II II III IIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
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 16 17 1 10 17 10 Promise Qty. Me 5000,0000 EA edge 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 V Message Date Confirmed Ship Transit 2023-05-15 00:00:00 0 Transit Transit Transit 2023-05-23 00:00:00 0 Transit Transit Transit Note: you do not need to publish both dates as the system will Transit Transit Transit 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 2 *Confirmed Arrival Date Confirmed Ship Transit Tracking 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 27 Jabil Comment Comment V
8	Save attachment >> Do not re	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 & Quantity</u> – leave empty if you cannot confirm the PO	15 14 17 18 19 20 21 *Promise Upit Of *Requested Delivery Rescheduling *Confirmed Arrival Confirmed Ship 0ty. ► 4223-05-15 00:00:00 ▼ Date ▼ 1 E 2023-05-23 00:00:00 ▼ Date ▼
2	Share reason of No Commit in <u>No Commit Reason Code Field</u> – use drop-down list	W X Y 23 24 24 24 24 24 24 24 24 24 24
3	Share further note or Message in <u>Supplier</u> <u>Comment</u> field	AA AB 26 27 ✓ Jabil Comment ♥ Comment ♥
4	Save attachment >> Do not rename the attachment!	
5	Send reply to the original mail a Do not change Subject!	address and attach updated Excel file

