

Global Logistics Orchestration

Vendor Booking – Email Users

JABIL

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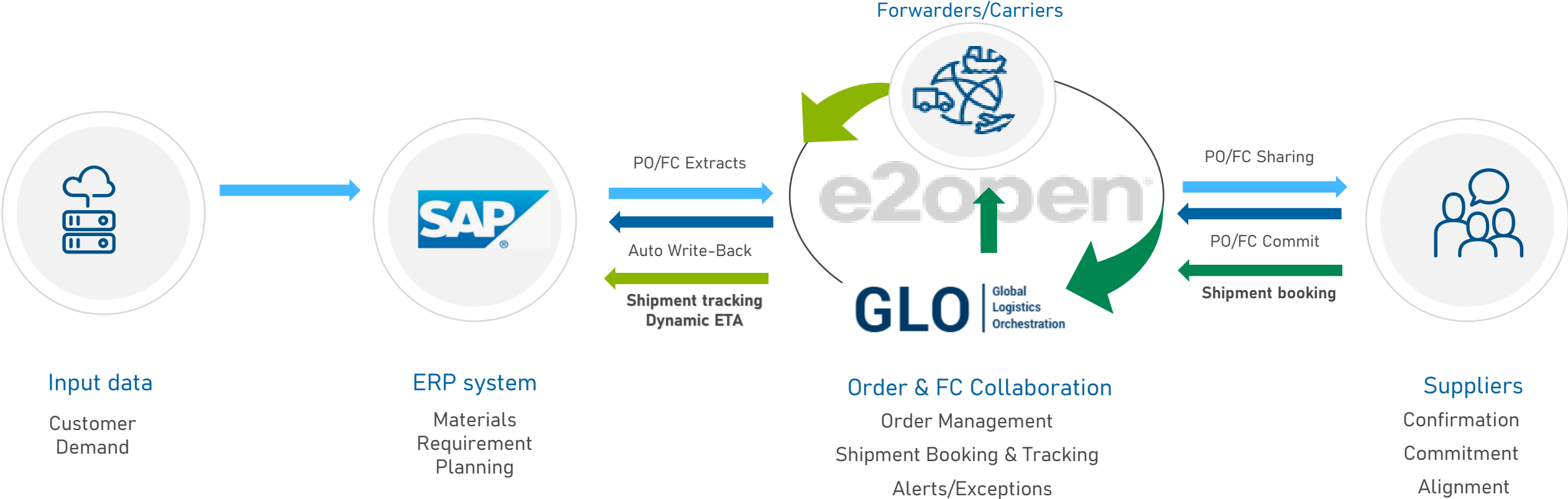


Global Logistics Orchestration

Process Overview

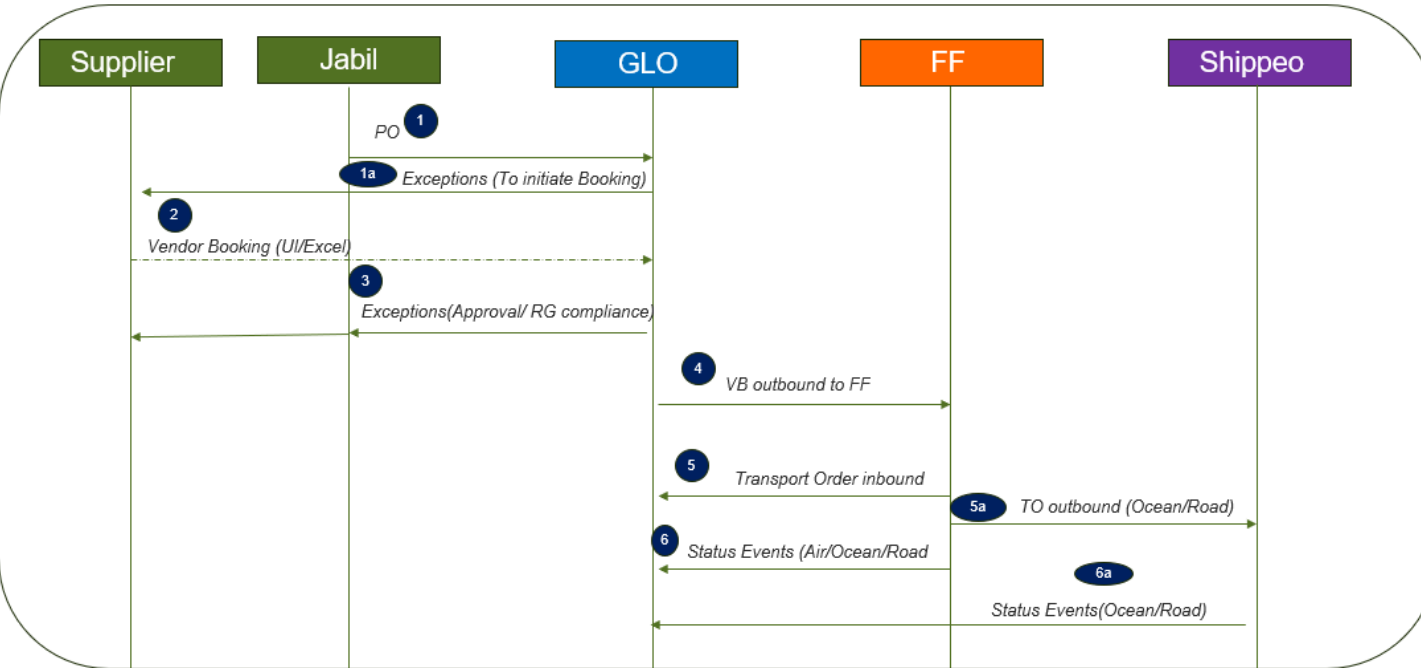
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How it Works



GLO seamlessly integrates into our current e2open Order Collaboration platform, streamlining your shipment booking by automating requests to freight forwarders and carriers. It also offers digital shipping and routing guide information, and an AI-enabled tracking process with real-time ETA updates.

High Level Process Overview



- Purchase Orders for e2open onboarded Suppliers are available in the tool
- E2open suppliers will be notified by system alert from e2open/GLO to initiate the Vendor Booking process for the Shipments that are ready to be shipped
- Suppliers will perform Vendor booking within GLO either via the UI / Excel mechanism
- Suppliers' vendor bookings will be evaluated by the system based on digitized Routing Guide (RG) information, which Jabil publishes in the tool. Every RG-validated shipment will be reported in Analytics for further action.
- Successfully created Vendor bookings created in GLO will be sent to onboarded Freight forwarders every 30 minutes. The Freight forwarders can continue with subsequent bookings and the transport planning process
- Freight Forwarders, after completing the transport planning, will send transport order details along with vendor bookings to e2open/GLO
- GLO will source the events/Milestones from Freight forwarder (Air/Parcel/Ocean/Road) or Shippeo (Ocean/Road) for tracking and Visibility purposes of the shipments and provide accurate Arrival Date information to the users.
- From the e2open/GLO system, the Jabil ERP system will be updated with accurate ETA data automatically.

Overview of overall Supplier booking process

1. Purchase Order (PO) Management:

- The PO is received in e2open and GLO, and the Supplier can access and acknowledge the PO and provide the Estimated Time of Arrival (ETA) in their Commitment during the weekly Open Order Report process or based on a New PO Alert - same as today - no changes
- **NEW:** After GLO goes live Supplier can also provide the Tracking Number on the PO, and **two new fields have been added to the PO list: Transport mode and Carrier name > which the Supplier should update if available. >> With that system will be able to match information with the carrier database and start shipment tracking automatically.**

2. Alert for Vendor Booking:

- A new Alert implemented: „**Vendor Booking Required Alerts.**”

An alert is sent to the Supplier to create a Vendor Booking in GLO based on the *PO commit date or the PO Req. Delivery date - (TR time from PO + 5 days preparation time)*

3. Vendor Booking Creation:

- The Supplier can use the email alert and the included LINK to start the shipment booking process. The link will be valid for 14 days.
- GLO validates the Vendor Booking to ensure it complies with the Routing Guide, specifically checking whether the correct carrier is selected.
- During the Vendor Booking process system will inform the Supplier about the expected carrier and transport mode based on digitized Routing Guide data and highlight with color if Supplier-selected data is different!

Overview of overall Supplier booking process

4. Non-compliant Carrier:

- If the carrier does not align with the Routing Guide, an email alert is sent to both the Jabil Buyer and Supplier, but the system **will not STOP** the booking process!
- If the Supplier has a history of non-compliance and they're on a „Restricted Supplier list”, the Vendor Booking goes through an approval process managed by the Jabil Buyer.
- The Jabil Buyer can either approve or reject the booking. In case of booking rejection, the system will notify the Supplier and request an update action for the booking.

5. Freight Forwarder Interaction

- If the Jabil Buyer approves the Vendor Booking, the Vendor Booking is sent to the Freight Forwarder via a scheduled event.
- The Supplier sends shipment details and shipment documents to the Freight Forwarder through GLO.
- Supplier can upload all necessary shipment documents to their booking.
- The Freight Forwarder then books the shipment and sends back the Transport Order and Transport Unit details to GLO.

6. Event Updates:

- As the Transport Order progresses, the Freight Forwarder sends event updates back to GLO, tracking the shipment's status.
- GLO will send PO ETA update information to the Jabil ERP system automatically.

7. **Vendor Booking outside of GLO and tracking data sharing:**

- **Parcel Booking is not possible in GLO!** But the supplier can share tracking numbers, courier names, and transport mode information within GLO to support shipment visibility.
 - The email supplier can publish this information in the weekly order summary report or
 - can use the Vendor Booking Required Alert/Excel attachment to share the necessary information.
 - Portal Suppliers can add the necessary data into the PO list during their weekly Order Review process



Global Logistics Orchestration

Getting set up

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Getting Set Up

1. Verify the email address of the person in charge of shipment bookings in your organization
2. The system can notify multiple contacts; please confirm all email addresses that should receive Vendor Booking notifications.
3. Registered users will receive consolidated booking alerts for your vendor code across different plants, according to the communication period and alert frequency.

System email addresses: mailer@services.e2open.com & donotreply@e2open.com

Please make sure these email addresses are not blocked.

SYSTEM ALERTS	ALERT DESCRIPTION	ALERT FREQUENCY AT SUPPLIER
Purchase Order due for Vendor Booking Alert	The Purchase Order, which belongs to the Supplier, will receive an email to create a Vendor Booking without logging on to the system. No Alert if the Schedule State = Cancel, Closed, and No Commit, and if Vendor Booking already exists	Current Date = 'Confirmed Arrival Date' - (Transit Time + Preparation Days (5 days)) When Confirmed Date unavailable. Current Date = 'PO Request Date' - (Transit Time + Preparation Days (5 days))
Vendor Booking Rejected	If the Vendor Booking is rejected by the Jabil Buyer/Logistics after the internal talks with the Buyer because of the Routing Guide non-compliance in case of a repeated offender Supplier, an alert will be sent to the Supplier about the Vendor Booking Rejection.	Email Every Hour No repeated Alert
Vendor Booking Cancelled	When the Vendor Booking is cancelled, this is to alert the Supplier of the cancellation of the Vendor Booking.	Email Every Hour No repeated Alert
VB Document Pending upload	This alert is triggered when the Vendor Booking is completed, and Supplier can share mandatory shipping documents for upload.	Daily Email 1700 UTC No repeated Alert

GLO Solution Overview

Vendor Booking Required Alert/采购订单待供应商订舱通知 (长尾合作伙伴) [Ref:b2dd9da1-c3c1-4108-99a6-f040cc49116f] > [Inbox x](#)



mailer@services.e2open.com
to me

JABIL

Vendor Booking Required Alert

Supplier Partner,

At the time of this email, a Shipper Booking is Required. To access the order information and start the shipment booking process please go to the [LINK](#) and start the booking process in the User Interface. The system will automatically share your pick-up request to the Freight Forwarders/Carriers based on your provided data!

Attention: Courier booking (Parcel) is not possible. Please follow direct process with respective courier and share tracking data once completed. Every shipments which are already booked outside of GLO please use the attached Excel template to fill in the: Tracking number FF/Carrier name and Transport Mode and respond via email to GLO system. Please attached the filled Excel in your response!

Alternatively, you can provide the following information—tracking number, Freight Forwarder or Carrier name, and transport mode—in the Purchase Order list during the regular weekly purchase order commit process.

Thank you for your collaboration!

To avoid delays, please start the booking process as soon as possible.

Note: The one-time token access expires after 14 days. If expired, contact the Jabil Buyer to resend the Booking Request Alert.

供应商合作伙伴:

截至发件时, 需提交发货方订舱申请。如需查看订单信息并启动订舱流程, 请通过下方 [链接](#) 登录用户界面, 开始操作。系统将根据你提供的数据, 自动向货运代理/承运人发送提货请求!

注意事项:

暂不支持快递(小件包裹)线上订舱, 请直接与对应快递公司对接, 完成后同步物流跟踪号。所有未通过 GLO 系统预订的货物, 请填写附件中的 Excel 模板包含以下信息: 物流跟踪号 货运代理/承运人名称 运输方式 填写完成后, 通过邮件回复 GLO 系统, 并附上该 Excel 文件。

此外, 你也可在每周常规采购订单确认流程中, 在采购订单列表内提供以下信息: 物流跟踪号、货运代理或承运人名称、运输方式

感谢您的协作! 为避免货物延误, 请尽快启动订舱流程。

****JABIL CONFIDENTIAL INFORMATION****

The content of this electronic message shall be deemed Confidential Information and subject to the terms & conditions of the Non-Disclosure Agreement currently in effect between your Company and Jabil, Inc., or any of its affiliates.

备注:

**** 提督机密信息 ****

一次性访问令牌有效期为 14 天。若令牌过期, 请联系提督采购专员重新发送订舱请求通知。



Unless superseded by an executed Purchase Agreement or other signed agreements executed between the parties, the most up-to-date terms and conditions contained in Jabil's Supplier

- The system automatically generates Vendor Booking required notifications to Suppliers based on the PO's requested delivery date or confirmed arrival date, factoring in the transit time plus an extra five days for preparation.
- **The alert will not repeat the POs pending Vendor Booking.**
- To initiate the Shipment Booking Process, click the **LINK** provided in the email. The link will expire after 14 days.
- For Vendor Booking, only the LINK option is available for email Supplier users.



Global Logistics Orchestration

Vendor Booking

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GLO Vendor Booking – Email Alert

- The system sends Vendor Booking notifications to suppliers based on PO delivery or arrival dates plus transit and preparation time.
- Use the **LINK** in the email to start the Shipment Booking Process; it's valid for **14 days**.
- For security, e2open requires a **One-Time Password (OTP)** sent separately when needed.
- **OTP is triggered if the link is opened 5+ days after receipt or reopened after the first time.**
- With this security feature, the same email link can be used for 14 days.

Vendor Booking Required Alert/采购订单待供应商订舱通知 (长尾合作伙伴) [Ref:b2dd9da1-c3c1-4108-99a6-f040cc49116f] Inbox x

 mailer@services.e2open.com
to me

JABIL

Vendor Booking Required Alert

Supplier Partner,

At the time of this email, a Shipper Booking is Required. To access the order information and start the shipment booking process please go to the [LINK](#) and start the booking process in the User Interface. The system will automatically share your pick-up request to the Freight Forwarders/Carriers based on your provided data!

Attention: Courier booking (Parcel) is not possible. Please follow direct process with respective courier and share tracking data once completed. Every shipments which are already booked outside of GLO please use the attached Excel template to fill in the: Tracking number FF/Carrier name and Transport Mode and respond via email to GLO system. Please attached the filled Excel in your response!

Alternatively, you can provide the following information—tracking number, Freight Forwarder or Carrier name, and transport mode—in the Purchase Order list during the regular weekly purchase order commit process.

Thank you for your collaboration!

To avoid delays, please start the booking process as soon as possible.

Note: The one-time token access expires after 14 days. If expired, contact the Jabil Buyer to resend the Booking Request Alert.

供应商合作伙伴:

截至发件时, 需提交发货方订舱申请, 如需查看订单信息并启动订舱流程, 请通过下方 [链接](#) 登录用户界面, 开始操作。系统将根据你提供的数据, 自动向货运代理 / 承运人发送提货请求!

注意事项:

暂不支持快递 (小件包裹) 线上订舱, 请直接与对应快递公司对接, 完成后同步物流跟踪号。所有未通过 GLO 系统预订的货物, 请填写附件中的 Excel 模板包含以下信息: 物流跟踪号 货运代理 / 承运人名称 运输方式 填写完成后, 通过邮件回复 GLO 系统, 并附上该 Excel 文件。

此外, 你也可在每周常规采购订单确认流程中, 在采购订单列表内提供以下信息: 物流跟踪号、货运代理或承运人名称、运输方式

感谢你的协作! 为避免货物延误, 请尽快启动订舱流程。

****JABIL CONFIDENTIAL INFORMATION****

备注: The content of this electronic message shall be deemed Confidential Information and subject to the terms & conditions of the Non-Disclosure Agreement currently in effect between your Company and Jabil, Inc., or any of its affiliates.

此电子邮件及其附件可能包含机密信息, 并受贵公司与捷普或其任何关联公司之间有效的《保密协议》条款和条件的约束。

一次性访问令牌有效期为 14 天, 若令牌过期, 请联系捷普采购专员重新发送订舱请求通知。

Unless superseded by an executed Purchase Agreement or other signed agreements executed between the parties, the most up-to-date terms and conditions contained in Jabil's Supplier

GLO Vendor Booking Process in GLO

1. After clicking the link, you will be directed to the e2open User Interface (UI) to start shipment booking.
2. You can select all POs in one booking and one shipment if the Ship to address is the same.
3. 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.

Home > Exceptions > Order Execution > Discrete Order Problem Summary > Problem List Job Status

Search Orders

Order Schedules Page 1 of 1; 5 Records, 3 Selected

Purchase Order due for Vendor Booking Alert (LongTail Partner) ⚙️ ⬇️

	Purchase Order No.	Line ID	Line State	Schedule ID	Request Qty.	Total Received C	Open Qty.	Promise ID	Promise State	Promise Qty.	U	Remaining Booked	Total Booked	Shipped Qty
<input checked="" type="checkbox"/>	1302596122 (0)	1 (0)	Accepted	1	200	0	200	1	Confirmed	200	EA	200	0	
<input checked="" type="checkbox"/>	1302596123 (0)	1 (0)	Accepted	1	400	0	400	1	Confirmed	400	EA	400	0	
<input checked="" type="checkbox"/>	1302596123 (0)	2 (0)	Accepted	1	101	0	101	1	Confirmed	101	EA	101	0	

Records per page

Vendor Booking – Creation – Header Data

The Vendor Booking page will open in a new window, including a pre-selected PO with details, and mandatory fields are in the red boxes

Menu Add to Favorites Discrete Order Search My Workspace

Back to Order List Create Shipment Job Status

Vendor Booking Header

Locales and local to event dates/times behave independently of each other while editing.
* Denotes required field.

Vendor Booking No. **BKG1969**

Ship Date * GMT

Creation Date **2025-11-11:10:49:23**

Transaction Mode

Declaration Required

Declaration Location

Supplier Shipment Reference

Incoterms **EXW**

Incoterms Location

Parties

Consignee ID **PL01**

Consignee Name **Kwidzyn Poland**

Supplier ID **0000260326**

Supplier Name **Test Connections Inc.**

Routing

Pick up Location*

Place Of Receipt Address

Place Of Delivery*

Place Of Delivery Address

Pickup Location Address Line 1 --

Pickup Location City --

Pickup Location Country --

Pickup Location Region --

Pickup Location Postal Code --

Place of Delivery Address Line 1 --

Place of Delivery City --

Place of Delivery Country --

Place of Delivery Region --

Place of Delivery Postal Code --

Shipment Details

Freight Forwarder (Pre-ASN)

Transport Mode*

Packing Comments*

Chargeable Weight (KGS)*

Vendor Booking Line Items

Vendor Booking Line ID	Purchase Order No	Purchase Order Line ID	Purchase Order Schedule ID	BuyerID/Purchasing Group	Buyer Email	Jabil Part Number	Jabil Part Description	Material Group	Commodity	Unit Of Measure	Booked Qty*	No. Of Packages	Packaging Type	DG Flag	MPN Number	Expected FF/Carrier	Expected Transport Mode	Expected Serv
1	1302596216	1	1	W81	SPARE@JABIL.COM	HB1159316	PartDescriptionTest51231...	JABIL		EA	120	0	Pallets		MANUFACTUF			
2	1302596217	1	1	W81	SPARE@JABIL.COM	HB1159313	PartDescriptionTest1234	JABIL		EA	100	0	Pallets		MANUFACTUF			

Calculate Save Create Shipment Undo

Vendor Booking – Creation – Header Data

1. The system automatically generates the Vendor Booking number.
2. Ship Date: The user must enter the shipment date.
3. Creation date is automatically set to the current date.
4. Transaction Mode is a drop-down menu; choose the appropriate option.

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.

5. Declaration Required: Optional field, you select YES or NO. It is define if any export license is required from a specific origin
6. Declaration Location: Optional field for user input. If you selected YES for declaration required, please specify the location too
7. Supplier Shipment reference: Optional field to add your internal shipment booking reference number for future follow-up.
8. Incoterms are prefilled from the PO but can be edited if incorrect.

Vendor Booking Header
Locales and local to event dates/times behave independently of each other while editing.
* Denotes required field.

1. Vendor Booking No. BKG1969

2. Ship Date * YYYY-MM-DD hh:mm:ss GMT

3. Creation Date 2025-11-11:10:49:23

4. Transaction Mode: International Trade, Domestic Trade, Bonded Trade

5. Declaration Required

6. Declaration Location

7. Supplier Shipment Reference

8. Incoterms EXW

Incoterms Location: loc

Vendor Booking – Creation – Parties & Routing Data

- 1. Consignee ID** – This represents Jabil's destination site code, which is automatically filled from the PO and cannot be modified.
- 2. Pick Up Location** is required: 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.
- If the desired pick-up location does not exist, users can add a new one by opening the template via the icon. See more details on the next page.
- Once "Calculate" is clicked, the pick-up location details will be displayed in the user interface.
- The Place of Delivery** is the Ship To location, initially mapped from the PO but can be modified by the user using the type-ahead field, which includes all available Jabil Plants. Users can add a new Place of Delivery address by opening a new template through the icon. See more details in the coming slides

The screenshot shows the 'Parties' and 'Routing' sections of the Vendor Booking interface. Callout 1 points to the 'Consignee ID' field (PL01). Callout 2 points to the 'Pick up Location*' field. Callout 3 points to the 'Place Of Receipt Address' field. Callout 4 points to the 'Vendor Booking Line ID' column in the table. Callout 5 points to the 'Place Of Delivery*' field. Callout 6 points to the 'Place Of Delivery Address' field. 'CLICK' annotations with arrows point to the template icons in the 'Place Of Receipt Address' and 'Place Of Delivery*' fields, and to the 'Calculate' button at the bottom left.

Vendor Booking Line ID	Purchase Order No	Purchase	Purchase Buy	Buyer Email	Jabil Part Number	Jabil Part	Material Group	Storage Location	Commodity	Unit Of Measure	Booked Qty*	No. Of Packages	DG Flag	MPN Number
1	1302596216	1	W81	SPARE@JABIL.COM	HB1159316	PartDe...	JABIL			EA	120	0		MANUFACTURER PART NUMBER TEST CODE
	1302596217	1	W81	SPARE@JABIL.COM	HB1159313	PartDe...	JABIL			EA	100	0		MANUFACTURER PART NUMBER TEST CODE

GLO Vendor Booking – Creation – Parties & Routing Data

To set up a **new pick-up location**, please follow these instructions:

1. Select the icon to open the data template.
2. Complete the template with the necessary information: ensure the Address ID is unique, and the Country field contains the correct country code.
3. Click OK to save the entered information. Next time, the saved pick-up location will be available in the default pick-up location list!
4. Copy the data from the Pickup Location Address field to the Pickup Location field marked with an asterisk (*).

Routing

Pick up Location *

Pick Up Location Address

Pickup Location Address Line 1

Pickup Location City

Pickup Location Postal Code

Place of Delivery Address Line 1

Place of Delivery Region

Place of Delivery Postal Code

Denotes required field.

Address ID * 0000260326_test supplier1

Address Description Test Supplier new pick up address

Address 1 No.1 Xinqing road

Address 2

Address 3

Address 4

Address 5

City Zhuhai City

County

State

Country CN - China

Zip 519100

Cancel OK

CLICK

Copy and paste

GLO Vendor Booking – Creation – Parties & Routing Data

To set up a **new delivery address**, please follow these instructions:

1. Select the icon to open the data template.
2. Complete the template with the necessary information: ensure the Address ID is unique, and the Country field contains the correct country code.
3. Click OK to save the entered information.
4. Copy the data from the Place of Delivery Address field to the Place of Delivery field marked with an asterisk (*).

This screenshot shows the 'Place of Delivery' form. The 'Place of Delivery Address' field is highlighted with a red circle and a 'CLICK' callout box. A blue circle with the number '1' is positioned below the 'Place of Delivery Address' field. The form includes fields for 'Place of Delivery*', 'Pickup Location Country', 'Place of Delivery City', 'Place of Delivery Address', 'Pickup Location Region', and 'Place of Delivery Country'.

This screenshot shows the 'Address' form. The 'Address ID' and 'Address Description' fields are highlighted with a red box and a red exclamation mark. A blue circle with the number '2' is positioned above the 'Address ID' field. The 'Country' field is also highlighted with a red box and a red exclamation mark. The form includes fields for 'Address ID*', 'Address Description', 'Address 1*', 'Address 2', 'Address 3', 'Address 4', 'Address 5', 'City*', 'County', 'State', 'Country*', and 'Zip'. At the bottom right, the 'OK' button is highlighted with a red box and a blue circle with the number '3'.

This screenshot shows the 'Place of Delivery' form with the 'Place of Delivery' and 'Place of Delivery Address' fields highlighted with red boxes. A red dotted arrow points from the 'Place of Delivery Address' field to the 'Place of Delivery' field. A blue circle with the number '4' is positioned above the arrow. A red box with the text 'Copy and paste' is positioned above the arrow. The 'OK' button is highlighted with a red box and a blue circle with the number '3'.

Vendor Booking – Creation – Data

1. **Freight Forwarder** has a type-ahead field – results will display as the user begins typing.
2. **Transport Mode** is a required field – users must choose from the drop-down menu. **Note: Parcel booking is not possible** in GLO. Please follow the steps in [Tracking Data Sharing](#) part.
3. **Packing Comment** is mandatory and accepts free text – provide detailed packing information: Including **the number and the type of each package, and its weight and measurements**. Same data that the forwarder receives in the Packing List document.
4. **Chargeable weight** is needed and must be entered in kilograms (KGS).
5. After completing all header information, you can continue to the line-level details >> see the next slide.

The screenshot shows the 'Shipment Details' section of a vendor booking form. It includes a type-ahead field for the Freight Forwarder (Pre-ASN), a dropdown for Transport Mode, a text area for Packing Comments, and a field for Chargeable Weight (KGS). Below this is the 'Vendor Booking Line Items' table.

Shipment Details

Freight Forwarder (Pre-ASN): **ku**

PartyId PartyName ↑ Reference 1 Reference 2 Reference 3

KHNN	KUEHNE + NAGEL INC.			
------	---------------------	--	--	--

Transport Mode*: **OCEAN**

Packing Comments*: 2 pallets (120 cm * 80 cm)
20 boxes (30 cm * 20cm)

Chargeable Weight (KGS)*: 550

Vendor Booking Line Items

Vendor Booking Line ID	Purchase Order No	Jabil Part Number	Material Gr	Unit Of Meast	Booked Qty*	Shipped Qty	No. Of Packages	Packaging Type	DG Flag	Service Level	Stackable Allowed	Battery Included	Invoice Number
1	1302596216	HB1159316	JABIL	EA	100	0	2	Pallet Wooden	Yes	Standard	Yes	Yes	
2	1302596217	HB1159313	JABIL	EA	50	0	20	Boxes		Standard	Yes		

Buttons: Calculate Save Create Shipment Undo

Vendor Booking – Creation – Vendor Booking Line Item 1

1. The **Purchase Order numbers** are visible.
2. **The booked quantity** is automatically filled based on the PO/Open Quantity data, but can be edited if the supplier plans to ship less than the PO Open Quantity. Booking a quantity greater than the PO Open Quantity is not allowed. **When Supplier edit booking qty they need to consider the potential in-transit qty too!**
3. **Packaging type** can select from the drop-down list, and you can add the number of each package. See the example below
4. **DG Flag** (Dangerous Flag): YES or NO > Select YES if the materials are hazardous. This case MSDS document needs to be uploaded to the booking – see process [here](#)

Service Level options: select Express or Standard.

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)

5. **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**. This serves as an indicator to inform users if their selection violates Jabil RG
6. **After all data is entered, users can click ,Calculate' to view the expected freight forwarder/carrier and transport mode!**

Shipment Details

Freight Forwarder (Pre-ASN): KHNN

Transport Mode*: OCEAN

Packing Comments*: 2 pallets (120 cm * 80 cm)
20 boxes (30 cm * 20cm)

Chargeable Weight (KGS)*: 550

PartyId PartyName Reference 1 Reference 2 Reference 3

KHNN	KUEHNE + NAGEL INC.			
------	---------------------	--	--	--

ROAD
OCEAN
AIR
PARCEL

Vendor Booking Line Items

Vendor Booking Line ID	Purchase Order	Purchase Qty	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*	Service Level*
1	1302596248	1	HB1159316	P...	JABIL	EA	210	2	Pallet Wooden		MANUFACTURE...	KHNN	OCEAN	Standard	Express	Standard
2	1302596249	1	HB1159316	P...	JABIL	EA	220	20	Boxes	Yes	MANUFACTURE...	KHNN	OCEAN	Standard	Express	

Calculate Save Create Shipment Undo

Vendor Booking – Creation – Vendor Booking Line Item 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.
7. After verifying all details, users should click **'Create Shipment'**.
8. 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.

Shipment Details

Freight Forwarder (Pre-ASN): KHNN

Transport Mode*: OCEAN

Packing Comments*: 2 pallets (120 cm * 80 cm)
20 boxes (30 cm * 20cm)

Chargeable Weight (KGS)*: 550

Vendor Booking Line Items

	Vendor Booking Line ID	Purchase Order	Purchase Flag	MPN Number	Expected FF/Carrier	Expected Transport Mode	Expected Service Level	Service Level*	HS Code - Please Update	Stackable Allowed	Battery Included	Invoice Number	ECCN Number	Cargo Type
1	1	1302596248	1	MANUFACTURE...	KHNN	OCEAN		Standard	000000	Yes	No			Raw Material
2	2	1302596249	1	MANUFACTURE...	KHNN	OCEAN			000567	No	No			Raw Material

Buttons: Calculate, Save, **Create Shipment**, Undo

Confirmation: Vendor Booking **BKG3654** created successfully. Please Note: Please attach the documents on the Vendor Booking.

Vendor Booking – Creation – Status, Details & Update

Clicking on the booking ID will open a new page displaying a summary. The blue text contains hyperlinks that allow you to view details for Milestones or Purchase Orders.

Vendor Booking > Vendor Booking > Vendor Booking Search Line(s) > Vendor Booking List Line(s)

Search Vendor Bookings

Vendor Booking List

Page 1 of 1; 2 Records, 2 Selected

Locales and local to event dates/times behave independently of each other while editing.

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Vendor Booking No.	Milestones	Header State	A	R	Consignee ID	Consignee N	Supplier ID	Supplier N	Ship Date	Transport Mode	Purchase Order No	P	Pick up Location*	Place Of Delivery	Tracking Number	Freight	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BKG3654	Milestone Details	Confirmed			PL01	Kwidzyn Poland	0000260326	Test Connec...	2025-11-19:08:00:00 CST	OCEAN	1302596249		ASIA PACIFIC CIS WUXI CO LTD (Jabi	Poland Sp. z o. o. Test ...		KHNN
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BKG3654	Milestone Details	Confirmed			PL01	Kwidzyn Poland	0000260326	Test Connec...	2025-11-19:08:00:00 CST	OCEAN	1302596248	1	ASIA PACIFIC CIS WUXI CO LTD ()	Jabi	Poland Sp. z o. o. Test ...		KHNN

Cancel Update VB Details View History Reset

Vendor Booking Details

Locales and local to event dates/times behave independently of each other while editing.

Vendor Booking No. **BKG14296**

Header State **Planned**

Creator Code **e2open_super_user**

Supplier Shipment Reference

Expected Transport Mode

Parties

Routing

Documents

Transport Mode* **PARCEL**

Header Last Modified Date **2025-12-13:00:06:01**

VB Sent to FF Date

Incoterms **EXW**

Expected Service Level

Attributes

Vendor Booking No. **BKG3654**

Consignee ID **PL01**

Consignee Description **Kwidzyn Poland**

Details

Milestone	Milestone Desc	Milestone Category	Milestone Date (Actual)	Milestone Level Key	Last Modified Date
SBC	Shipper Booking Confirmed	PLANNING	2025-11-19 13:47:34 GMT	BKG3654	19-11-2025 13:47:34
SBRUI	Shipper Booking Received UI	PLANNING	2025-11-19 13:18:09 GMT	BKG3654	19-11-2025 13:43:47

Order: 1302596249 - SAPSTG / 0000260326

Purchase Order No. **1302596249**

Customer ID **SAPSTG**

Customer Description **SAPSTG**

Buyer Email **SPARE@JABIL.COM**

Incoterms **EXW**

Customer ID **SAPSTG**

Special Instructions **None**

Document Date **2025-11-18:13:29:10**

Incoterms Location **loc**

Order Details Receipt Info Vendor Booking Info Transport Order Info

Order Schedules

Page 1 of 1; 1 Records, 1 Selected

Line ID	Schedule ID	Schedule State	Jabil Part Number	Jabil Part Description	SAP Part Number
1	1	Accepted	HB1159316	PartDescriptionTest5123124	HB1159316

Acknowledge Edit Promises No Commit View History Reset

Vendor Booking Creation – Routing Guide (RG) Validation

In Vendor Booking status, fields with different **Carrier, Transport Mode, or Service Level** from Jabil's data appear in red with expected details, if your selected data is not aligned with Jabil Routing Guide.

Vendor Booking Details

Locales and local to event dates/times behave independently of each other while editing.

Vendor Booking No. **BKG33408** Ship Date **2026-03-12:00:00:00 CST** Creation Date **2026-03-05:11:42:15** Header State **Confirmed**

Header Last Modified Date **2026-03-05:11:43:22** Freight Cost **Freight Collect** Transaction Mode Creator Code **Henriett Bak**

VB Sent to FF Date **--** Declaration Required Declaration Location Supplier Sh

Incoterms **EXW** Incoterms Location **loc**

Parties

Routing

Documents

Shipment Details

Freight Forwarder (Pre-ASN) **DZNA** Expected FF/Carrier **WINN** Carrier (Post-ASN) **--** Tracking Number **--**

Packing Comments **1 pallet 120 * 80 cm
20 boxes 20 * 30 cm** Transport Mode* **ROAD** Expected Transport Mode **ROUAN** Chargeable Weight (KGS) **650**

Routing Guide Reference

PTA Required **--** GLO Booking **--**

Vendor Booking Transport Order

Vendor Booking List Page 1 of 1; 1 Records, 1 Selected

Vendor Booking Line ID	Purchase Order No	Qty*	Shipped Qty	No. Of Packages	Packaging Type	DG Flag	Expected Service Level	Service Level	Stackable Allowed	Battery Included	Invoice Number	ECCN Number	Cargo Type	HS Co
1	1302596286	2,100	0	0		Yes	Express	Express						0000C

Cancel Update VB Details View History Reset

Records per page 30

Correct the data and click Update VB Details

'Contact Logistics' - in Expected FF/Carrier

Undefined Booking in the Digitized Routing Guide

- During the vendor booking process, if the **carrier, transport mode, or service level** is not listed in the digitized Routing Guide under the Expected FF/Carrier field (2), you will receive the message 'CONTACT LOGISTICS' after clicking 'Calculate'.(2)
- You may click 'Save' (3), record the generated Booking ID, and then reach out to Jabil for further assistance.
 - Visit the HELP menu to find the appropriate site Logistics support email for each Jabil plant and contact them before finalizing your booking.
 - Alternatively, review the expected carrier/forwarder in the previously provided and valid Jabil Shipping and Routing Guide instruction file, or get in touch with a Jabil Buyer for additional guidance.
- After gathering all necessary details, return to your saved booking and update the FF/Carrier information with following steps here in the [Update Vendor Booking process](#) section and click 'Create Shipment' to send booking request to the FF/Carrier.

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

Calculate Save Create Shipment Undo

1 3 2

Non-Routing Guide compliant Booking

Non-compliant Booking

- If, during the Vendor booking process, the **selected carrier, transport mode, or service level** does not match the digitized Routing Guide, an email notification is sent to the Jabil Buyer; however, the booking process **proceeds without interruption**.
- When a Supplier is listed on the **“Restricted Supplier list”** due to a history of non-compliance, Vendor Booking requires approval from the Jabil Buyer.
- This case after you click the ,Calculate’ button you will see expected FF/Carrier = ,HOLD’ and Expected Transport mode = ,ALL’ Expected service level is Blank. But **you can continue the booking process and create the shipment. See the print screen below.**

Vendor Booking Line Items

	Vendor Booking Line ID	Purchase Order No	Purchase Order Line ID	Packaging Type	DG Flag	MPN Number	Expected FF/Carrier	Expected Transport Mode	Expected Service Level
1	1	1302596397	1	Boxes	Yes	MANUFACTURER PART NUMBER TEST CODE	HOLD	ALL	

Calculate Save Create Shipment Undo

- In this case, Jabil Buyer or the Logistics team will be notified about your booking and can decide to **approve** or **reject** a non-compliant Vendor Booking.
- After approval by the Jabil User, the Vendor Booking is forwarded to the Freight Forwarder through a scheduled event.
- If the Jabil User rejects the booking, the system informs the Supplier of the rejection reasons and returns the booking for correction. Check instructions [HERE](#) about Rejected Vendor Booking

Submit Shipping Documents – Email Supplier via Attachment

Email suppliers can upload shipping documents to their booking only via email.

1. Once you have completed the booking in the tool, the system will issue a 'VB Document Pending Upload' alert.
2. The email table will display the list of missing mandatory documents
3. To finalize your Shipment Booking request, please reply to this email and include all the shipping documents specified in the table.
4. Ensure that the document names match exactly as shown in the 'File Name' column of the table.



Supplier Partners: To complete your shipment booking request, please reply to this email and attach all missing documents as listed in the table below.

Please ensure the file names match the document list in the table exactly. All attachments will be uploaded to the system for your supplier booking and will be automatically forwarded to the freight forwarder/carrier.

Thank you for your cooperation.

供应商合作伙伴:

为完成您的海运订舱申请, 请回复此邮件, 并按下表所列清单附上所有缺失的文件。请确保文件名与表格中文件清单所示完全一致。所有附件将被上传至系统, 用于您的供应商订舱, 并将自动转发给货代/承运人。

感谢您的配合。

#ref:25c7584e5-19d2fc6f09

#Vendor Booking No.	Consignee ID	Supplier ID	File Name	Doc Template ID	Desc	Status
BK.G41866	PL01	0000260326	MSDS		MSDS	READY FOR UPLOAD
BK.G41866	PL01	0000260326	PL		PL	READY FOR UPLOAD
BK.G41866	PL01	0000260326	CI		CI	READY FOR UPLOAD
BK.G41866	PL01	0000260326	CONTACT_INFO		CONTACT_INFO	READY FOR UPLOAD
BK.G41866	PL01	0000260326	Test - PL01 declaration		Test - PL01 declaration	READY FOR UPLOAD

Note: The one-time token access expires after 14 days. If the token expires, please contact a Jabil purchasing specialist to resend the booking request.

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)

File Name
MSDS
PL
CI
CONTACT_INFO

Vendor Booking Creation – States

- Vendor Booking in GLO can receive updates on the Vendor Booking until it is in the Planned state. The roles that can update the Vendor Booking are Suppliers, Jabil Buyers, and Jabil Logistics.
- **Vendor Booking in Confirmed, Planned, Shipped, or Arrived states cannot be cancelled**

States allowed to Update the Vendor Booking



State Name	State Description
System Initial	An internal system state is assigned to an object when it is processing and uploading object data. This state is not shown to users on the web portal.
Submitted/Approval Required	Vendor Booking has failed a validation, and manual intervention is required i.e., Approval Process.
Confirmed	Vendor booking is validated, and Shipment Instruction will be sent to Freight Forwarder on a schedule
Planned	State transition based on referenced Transport Order object. Once the Freight Forwarder send the TO and TU details back to GLO.
Shipped	State transition based on referenced Transport Order object. Carrier has picked up the material from the Supplier factory. The material can still be on the road to port, at the ocean, or on the way to final destination (customer factory).
Arrived	State transition based on referenced Transport Order object. When all the materials are delivered at final destination (customer factory).
Cancelled	Vendor booking line is cancelled.



Global Logistics Orchestration

Cancel Vendor Booking

JABIL

Cancellation – Vendor Booking

1. To cancel a Vendor Booking, navigate to Menu: *Vendor Booking > Vendor Booking Summary or Search* and filter for the previously saved booking. Suppliers can only cancel a Vendor Booking if the booking request has not yet been shared with FF or the carrier.
2. Check the date and time stamp on the page – select the PO only if the 'VB Sent to FF Date' field is empty.
3. Click 'Cancel'.
4. If cancellation is allowed, the system will confirm it; otherwise, an error message will appear.
5. Once the Vendor Booking is canceled, you may create a new Booking for the same PO at any time from the PO list.

Vendor Booking > Vendor Booking > Vendor Booking Search Line(s) > Vendor Booking List Line(s)

Search Vendor Bookings

Vendor Booking List Page 1 of 1; 6 Records, 1 Selected

...sales and local to event dates/times behave independently of each other while editing.

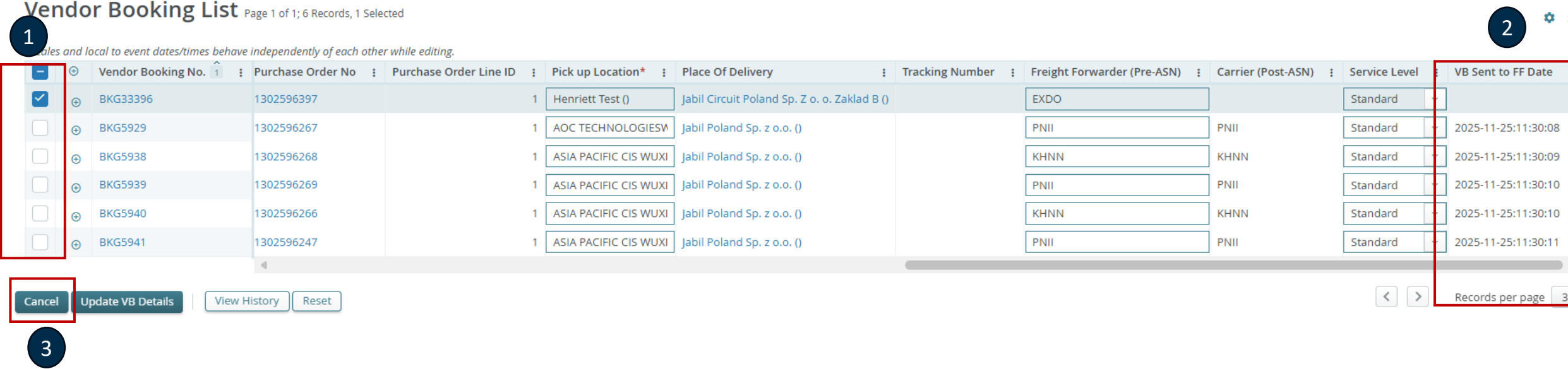
<input type="checkbox"/>	Vendor Booking No.	Purchase Order No.	Purchase Order Line ID	Pick up Location*	Place Of Delivery	Tracking Number	Freight Forwarder (Pre-ASN)	Carrier (Post-ASN)	Service Level	VB Sent to FF Date
<input checked="" type="checkbox"/>	BKG33396	1302596397	1	Henriett Test ()	Jabil Circuit Poland Sp. Z o. o. Zaklad B ()		EXDO		Standard	
<input type="checkbox"/>	BKG5929	1302596267	1	AOC TECHNOLOGIESW	Jabil Poland Sp. z o.o. ()		PNII	PNII	Standard	2025-11-25:11:30:08
<input type="checkbox"/>	BKG5938	1302596268	1	ASIA PACIFIC CIS WUXI	Jabil Poland Sp. z o.o. ()		KHNN	KHNN	Standard	2025-11-25:11:30:09
<input type="checkbox"/>	BKG5939	1302596269	1	ASIA PACIFIC CIS WUXI	Jabil Poland Sp. z o.o. ()		PNII	PNII	Standard	2025-11-25:11:30:10
<input type="checkbox"/>	BKG5940	1302596266	1	ASIA PACIFIC CIS WUXI	Jabil Poland Sp. z o.o. ()		KHNN	KHNN	Standard	2025-11-25:11:30:10
<input type="checkbox"/>	BKG5941	1302596247	1	ASIA PACIFIC CIS WUXI	Jabil Poland Sp. z o.o. ()		PNII	PNII	Standard	2025-11-25:11:30:11

Cancel | Update VB Details | View History | Reset

Records per page 30

Application Message

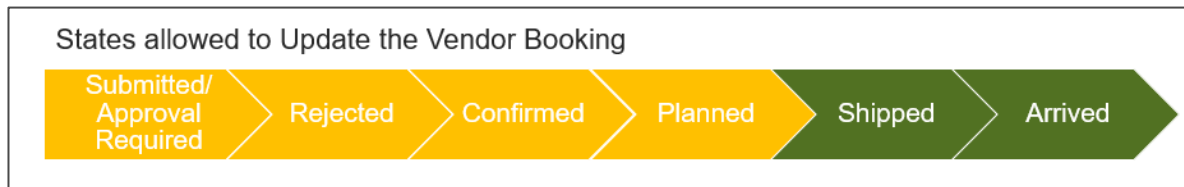
Some of the business objects could not be modified:
Vendor Booking has been sent to Freight Forwarder and cannot be cancelled



Cancellation – Vendor Booking

Vendor Bookings in the Confirmed, Planned, Shipped, or Arrived statuses cannot be canceled!

- Suppliers may cancel a Vendor Booking only if the booking request has not yet been shared with FF/Carrier; this timestamp is clearly visible in the user interface, Vendor Booking detailed page as well **(1)**
- Jabil users are not authorized to cancel Vendor Bookings.
- Once the Vendor Booking has been communicated to FF/Carrier, cancellation is only possible through offline communication with FF/Carrier, requesting them to send a cancellation signal back to the GLO system for the specific Vendor Booking ID.
- When FF/Carrier sends the cancellation signal, the Transport Order/Transport Unit will change to the Canceled state, and a CLP Canceled Alert will be sent to users. You will see that in the menu *Logistics query/Transport Order Summary/Cancelled*
- Following the cancellation of the Transport Order/Transport Unit, the Vendor Booking will also be canceled, and a Vendor Booking Canceled Alert will be issued to users.
- Suppliers should initiate a new Vendor Booking process if cancellation occurs.



Vendor Booking > Vendor Booking > Vendor Booking Search Line(s) > Vendor Booking List Line(s) > Details Line(s)

Vendor Booking Details

Locales and local to event dates/times behave independently of each other while editing.

Vendor Booking No. BKG5941	Transport Mode AIR
Header State Confirmed	Header Last Modified Date 2025-11-26:00:03:14
Creator Code Henriett Bakos	VB Sent to FF Date 2025-11-25:11:30:11 1
Supplier Shipment Reference <input type="text"/>	Packing Comments --



Global Logistics Orchestration

Rejected Vendor Booking

JABIL

Overview of overall process steps – non-compliant Booking

Non-compliant Booking

- If, during the Vendor booking process, the selected carrier does not align with the digitized Routing Guide, an email notification is sent to both the Jabil Buyer and Supplier; however, the booking process **continues without interruption**.
- When a Supplier has a history of non-compliance and appears on the **“Restricted Supplier list,”** the Vendor Booking will be ON HOLD and requires approval from the Jabil Buyer.
- If the Jabil User rejects the booking, the system notifies the Supplier with reasons for the rejection and returns the booking for revision
- Check instructions [here](#) about Rejected Vendor Booking



Non-Routing Guide compliant Booking Update

1. From the email alert, click the link to open the Vendor Booking
2. You can update on the main page
 - the Transport mode(drop down list)
 - pick up location (type-ahead field)
 - the Forwarder (type-ahead field)
 - The service level (drop-down list)
3. After you completed the update, click on ,Update VB details’.
4. After clicking , ,Submit for Approve’ to notify Jabil and get approval for the booking. If you missed that step, the system will notify you before leaving the page

1

Vendor Booking List

Page 1 of 1; 2 Records, 1 Selected

Locales and local to event dates/times behave independently of each other while editing.

Vendor Booking No.	Supplier Name	Ship Date	Transport Mode*	Purchase Order No	Purchase Order Line ID	Pick up Location*	Place Of Delivery	Tracking Number	Freight Forwarder (Pre-ASN)	Carrier (Post-ASN)	Service Level
<input checked="" type="checkbox"/> BKG4472	Test Connections Inc.	2025-11-21:00:00:00 GMT	AIR	1302596244	1		Jabil Poland Sp. z o.o. ()	45678952	DDAG		
<input type="checkbox"/> BKG6063	Test Connections Inc.	2025-11-27:08:00:00 CST	AIR	1302596270	1	ASIA PACIFIC CIS WUXI	Jabil Poland Sp. z o.o. ()		KHNN		Standard

2

4 Submit for Approve **3** Update VB Details

Cancel View History Reset

Records per page 20

Non-Routing Guide compliant Booking Update 2

1. If you need more details, click on Booking ID in the list to open the VB Details page – Expected data marked with RED
2. Made the necessary updates in the UI
3. Click on 'Update VB Details', then
4. Click on 'Submit Approval' to notify Jabil and get approval for the booking. If you missed that step system will notify you before leaving the page

Vendor Booking List Page 1 of 1; 2 Records

Vendor Booking No.	Milestones	Header State	Approval Status	Rejection Comment
BKG4472	Milestone Details	Rejected	Reject	Transport mode should be Ocean
BKG6063	Milestone Details	Rejected	Reject	change TR mode from Ocean to Air

Submit for Approve Cancel Update VB Details View History Reset

Ship Date: 2026-03-12 08:00:00 CST
Creation Date: 2026-03-05 11:05:51
Freight Cost: Freight Collect
Transaction Mode: International Trade
Declaration Required: No
Declaration Location: [empty]
Incoterms Location: loc

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

Submit for Approve Cancel Update VB Details

Documents
Shipment Details

Freight Forwarder (Pre-ASN): EXDO
Expected FF/Carrier: GOLD
Carrier (Post-ASN): --
Tracking Number: --
Packing Comments: 20 boxes, 23*30*50 cm, 250 kg
Transport Mode*: ROAD
Expected Transport Mode: ALL
Chargeable Weight (KGS): 600

Routing Guide Reference
PTA Required: --
GLO Booking: --

Vendor Booking List Page 1 of 1; 1 Records, 1 Selected

Vendor Booking Line ID	Purchase Order No	irt Number	Material Group	Unit Of Measure	Booked Qty*	Shipped Qty	No. Of Packages	Packaging Type	DG Flag	Expected Service Level	Service Level	Stackable Allowed	Battery Included
1	1302596397	3313	JABIL	EA	20	0	20	Boxes	Yes	Express	Express		

Submit for Approve Cancel Update VB Details View History Reset



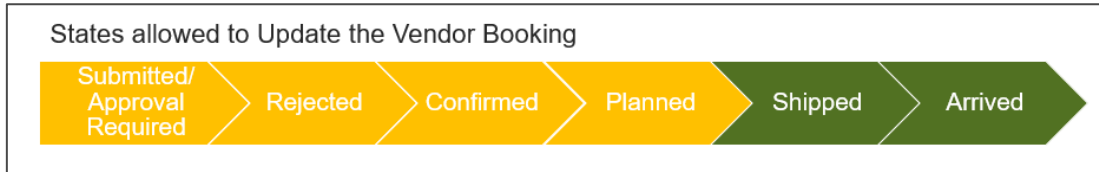
Global Logistics Orchestration

Update Vendor Booking

JABIL

Vendor Booking – Update

Vendor Booking in GLO can receive updates on the Vendor Booking until it is in the Planned state



1. To update Vendor Booking, you can go to the menu: Vendor Booking > Summary or Search
2. In the main page, you can update Ship Date; Transport Mode (drop-down); Pick Up Location (type-ahead field); Forwarder (type-ahead field), and Service level (drop-down)
3. After finalizing the changes, click on 'Update VB Details.'

Vendor Booking > Vendor Booking > Vendor Booking Summary > Vendor Booking List 1 Job Status

Search Vendor Bookings

Vendor Booking List

Page 1 of 1; 9 Records, 1 Selected 2

Locales and local to event dates/times behave independently of each other while editing.

Vendor Booking No.	Ship Date*	Transport Mode*	Purchase Order No.	Purchase Order Line ID	Pick up Location*	Place Of Delivery	Tracking Number	Freight Forwarder (Pre-ASN)	Carrier (Post-ASN)	Service Level
<input checked="" type="checkbox"/> BKG14296	2025-12-12 08:16:44	PARCEL	1302596246	1	Test Connections Inc. I	Jabil Poland Sp. z o.o. ()	123746080196893152		UPSN-PARCEL	
<input type="checkbox"/> BKG14302	2025-12-12 08:16:44	AIR	1302596279	1	Test Connections Inc. I	Jabil Poland Sp. z o.o. ()	TRK67898		DHLC-PARCEL	
<input type="checkbox"/> BKG14775	2025-12-15 10:30:25	PARCEL	1302596289	1	Test Connections Inc. I	Jabil Poland Sp. z o.o. ()	9612709584		DHLC-PARCEL	
<input type="checkbox"/> BKG14779	2025-12-15 10:30:25	PARCEL	1302596298	1	Test Connections Inc. I	Jabil Poland Sp. z o.o. ()	6971200891		DHLC-PARCEL	
<input type="checkbox"/> BKG26342	2026-02-11 17:01:15	PARCEL	1302596388	1	Test Connections Inc. I	Jabil Poland Sp. z o.o. ()	8572205272		DHLC-PARCEL	
<input type="checkbox"/> BKG26345	2026-02-11 17:01:16	PARCEL	1302596389	1	Test Connections Inc. I	Jabil Poland Sp. z o.o. ()	495506337502		FDE-PARCEL	
<input type="checkbox"/> BKG26347	2026-02-11 17:01:16	PARCEL	1302596388	2	Test Connections Inc. I	Jabil Poland Sp. z o.o. ()	6288301725		DHLC-PARCEL	
<input type="checkbox"/> BKG26353	2026-02-11 17:30:50	PARCEL	1302596390	1	Test Connections Inc. I	Jabil Poland Sp. z o.o. ()	888595771646		FDE-PARCEL	
<input type="checkbox"/> BKG26548	2026-02-12 10:00:54	PARCEL	1302596391	1	Test Connections Inc. I	Jabil Poland Sp. z o.o. ()	5751428642		DHLC-PARCEL	

3 Update (CLP Exists) Update VB Details View History Reset Records per page 20

Vendor Booking - Update

1. If you need more details, click on Booking ID in the list to open the VB Details page
2. Made the necessary updates
3. Click on 'Update VB Details'

The screenshot displays the Vendor Booking system interface. At the top, there is a breadcrumb navigation: **Vendor Booking > Vendor Booking > Vendor Booking Summary > Vendor Booking List**. A search bar labeled "Search Vendor Bookings" is located below the navigation. The main content area is split into two panels. The left panel, titled "Vendor Booking List", shows a table with 9 records. The first record, with Booking ID "BKG14296", is highlighted in blue. A red box highlights the "Vendor Booking No." column for this record, and a red arrow points from this box to the "Update VB Details" button in the bottom right panel. The right panel, titled "Vendor Booking Details", shows the configuration for the selected booking. It includes fields for "Vendor Booking No." (BKG14296), "Transport Mode" (PARCEL), "Ship Date" (12/12/25 08:16:44 GMT), and "Creation Date" (12/12/25 08:31:57). Other fields include "Header State" (Planned), "Creator Code" (e2open_super_user), "Supplier Shipment Reference", "Expected Transport Mode", "Parties", "Routing", "Documents", "Shipment Details", "Freight Forwarder (Pre-ASN)", "Carrier (Post-ASN)" (UPSN-PARCEL), "Tracking Number" (123746080196893152), "Chargeable Weight (KGS)", "Routing Guide Reference", "PTA Required", and "GLO Booking". At the bottom of the details panel, there is a "Vendor Booking" section with a table showing one record. A red box highlights the "Update VB Details" button in this section, with a red arrow pointing to it from the left panel. A large blue button labeled "Update VB Details" is also visible in the bottom left of the screenshot.



Global Logistics Orchestration

Vendor Booking outside of GLO – Tracking Data Information sharing

JABIL

Tracking data sharing process – Suppliers

1. You can use the "Vendor Booking Required Alert" to share tracking data.
2. You can use the **LINK** in the email alert to go to the page and provide the tracking information
3. Alternatively, Email Suppliers can use the **attached Excel** file to share the necessary data



Tracking data sharing-Email Supplier via Link

1. From the email Alert 'Vendor Booking Required' Supplier, click the LINK to open the PO list in the UI after the Vendor Booking is completed. For example: Parcel Booking!

The image shows an email alert from JABIL titled 'Vendor Booking Required Alert / 供应商预订须知 [Ref:d048949b-e0f5-432a-89ab-ad2d9767758]'. The email is addressed to 'mailer@services.e2open.com'. It contains instructions for suppliers to book shipments, including a note that courier booking (Parcel) is not possible and that tracking data must be shared. A red box highlights the word 'LINK' in the email text, with a red arrow pointing to a screenshot of the 'Order Schedules' UI. The UI screenshot shows a table with 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 red circle with the number '1' is placed over the 'LINK' text in the email and the 'Request Shipment Booking' button in the UI.

Vendor Booking Required Alert / 供应商预订须知 [Ref:d048949b-e0f5-432a-89ab-ad2d9767758]

mailer@services.e2open.com
to me

JABIL

Vendor Booking Required Alert

Supplier Partner,

At the time of this email, a Shipper Booking is Required. To access the order information and start the shipment booking process please go to the **LINK** and start the booking process in the User Interface. The system will automatically share your pick-up request to the Freight Forwarders/Carriers based on your provided data.

Attention: Courier booking (Parcel) is not possible. Please follow direct process with respective courier and share tracking data once completed. Every shipments which are already booked outside of GLO please use the attached Excel template to fill in the: Tracking number FF/Carrier name and Transport Mode and respond via email to GLO system. Please attached the filled Excel in your response!

If booking done outside GLO, Use Excel template to share the tracking number, Carrier name, etc.

Alternatively, you can provide the following information—tracking number, Freight Forwarder or Carrier name, and transport mode—in the Purchase Order list during the regular weekly purchase order commit process.

Thank you for your cooperation.

To avoid delays, please start the booking process as soon as possible.

Note: The one-time token access expires after 14 days. If expired, contact the Jabil Buyer to resend the Booking Request Alert.

The Purchase Order which belongs to the Long Tail Supplier will receive an email to create Vendor Booking without logging on to the system.

供应商合作伙伴,

截至发信时, 需要进行供应商预订, 请登录订单信息并开始预订发货流程, 请前往 **LINK** 用户界面并启动预订流程。系统将根据您的数据, 自动将您的取货请求分享给货运代理/承运商!

订单号: 1302596246

跟踪号: 123746080196893152

承运商: UPSN-PARC

承运商名称: UNITED PARCEL SERVICE INC.

运输模式: PARCEL

Purchase Order No.	Line ID	Line State	Schedule ID	Booked Qty	Total Booked Qty	Tracking Number	Carrier	Carrier Name	Transport Mode
1302596246	1	Open	1	200	0	123746080196893152	UPSN-PARC	UNITED PARCEL SERVICE INC.	PARCEL

Request Shipment Booking Cancel Request Unset Buyer Reviewed Update Tracking Data Buyer Reviewed View History Reset

Tracking Data Sharing – in UI

1. After setup is completed and new fields are visible, you can then enter the Tracking Number, Carrier, and Transport Mode details for the POs.
 - A. The Carrier field includes type-ahead functionality.
 - B. The Transport Mode is chosen from a drop-down list.
2. Once the details are entered, click **'Acknowledge'** to save the information.
3. **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.
4. When all data is entered correctly, a success message will be displayed.

The screenshot displays the 'Order Schedules' interface with the following elements:

- Navigation:** Order Details, Receipt Info, Vendor Booking Info, Transport Order Info.
- Order Schedules Table:**

✓	⊕	Purchase Order No. ↑	Line ID	Line State	Schedule ID	Booked Qty	Total Booked Qty	Tracking Number	Carrier	Carrier Name	Transport Mode
✓	⊕	1302596246	1	Open	1	200	0	1Z3746080196893152	UPSN-PARC	UNITED PARCEL SERVICE INC.	PARCEL
- Buttons:** Acknowledge (highlighted with '2'), Edit Promises, No Commit, View History, Reset.
- Carrier Selection:** A type-ahead dropdown for 'Carrier' is shown with 'DH' selected (highlighted with 'A').
- Transport Mode Selection:** A dropdown menu for 'Transport Mode' is shown with 'PARCEL' selected (highlighted with 'B').
- Validation:** A red error message (highlighted with '3') states: "Action executed successfully for 0 schedule(s) but failed for 1 schedule(s). Application Message: Some of the business objects could not be modified: For Parcel please provide Correct Carrier Name and Tracking Number".
- Success:** A green success message (highlighted with '4') states: "Action executed successfully for 1 schedule(s)".

Tracking Data Sharing – from Menu

1. Once you are in the UI, you also have the option to start the booking process or share tracking details from the menu: *Exceptions > Long Tail Order Problem Summary > Purchase Order due for Vendor Booking*
2. Click the number to open the PO list
3. Enter the Tracking Number, Transport Mode, and Carrier code details for the POs. Follow the steps in the previous slide

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.

Menu ★+ Add to Favorites ⚙️

Home > Exceptions > Supply Exceptions > Discrete Order Problem Summary 1 ↓ Job Status

Order Problem Summary Save Search ⚙️

Results

Exception	Total	Exception	Total
Long Tail New Discrete Purchase Order Alert 9	9	Purchase Order due for Vendor Booking Alert (LongTail Partner) 13	13
Long Tail Discrete Order Summary Alert	0	Long Tail Cancel Request Alert	0
Long Tail Problem Summary Alert	0	Long Tail Cancel Pending Response Alert	0
Long Tail PO DeCommit Alert 3	3		

Order Schedules Page 1 of 1; 11 Records, 1 Selected Purchase Order due for Vendor Booking Alert (LongTail Partner) ⚙️ ↓

	Purchase Order No.	Line ID	Line State	Confirmed Arrival Date	Confirmed Ship Date	Tracking Number	Transport Mode	Carrier	Carrier Name	Qty to Cancel	Cancel Request	Cancel
<input checked="" type="checkbox"/>	1302596278 (0)	1 (0)	Accepted with Changes	12/05/2025	MM/DD/YYYY	123456789	PARCEL	DHLC-PARCEL				

Tracking Data Sharing – Email Supplier via Excel Attachment

You can access the Excel attachment from the email alert.

1. Required data is highlighted in blue.
2. **Transportation mode** – choose from the drop-down menu.
3. **Shipped quantity** – this is mapped from the PO but can be edited. It cannot exceed the Open PO quantity or the remaining booked quantity if a partial booking has already been released.
4. **Tracking Number** – please provide only the exact tracking number without any extra characters, and ensure there is only one tracking number per PO line.
5. **Freight Forwarder** – select from the drop-down list. For parcels, only UPSN (UPS parcel), DHLC (DHL Express), and FDE (FedEx parcel) are acceptable carriers.

#0	1	2	3	4	5	6	7	8	9	10	11	12
*#Consignee ID	*Supplier ID	*Transportation Mode	*Shipped Date	Purchase Order No.	Purchase Order Line ID	Schedule ID	Jabil Part No.	*Shipped Qty.	*Unit Of Measure	Tracking Number	Freight Forwarder	Equipment Type (Only for Ocean)
PL01	0000260326	OCEAN		1302596248	1	1	HB1159316	210	EA			EA
PL01	0000260326	ROAD		1302596244	1	1	HB1159313	100	EA			EA
PL01	0000260326	AIR		1302596245	1	1	HB1159313	150	EA			EA
		MIXED										
		PARCEL										
		OTHER										

Tracking Data Sharing – Email Supplier via Excel Attachment

- If the booking has already been completed outside of GLO, the supplier can use the attached Excel file to provide the following information:
 - Tracking number; Transport mode; Carrier name
- Select the Transport Mode and Carrier name from the drop-down list. Once the required data is filled in the Excel file, you can attach the file to your reply and send it back to the system email address.
- Rules: For Transport Mode labeled **PARCEL**, only the following options are allowed: **FDE-PARCEL, DHLS-PARCEL, or UPSN-PARCEL**; otherwise, the system will send an error notification via email after you reply.

#0	1	2	3	4	5	6	7	8	9	10	11
*Consignee ID	*Supplier ID	*Transportation Mode	*Shipped Date	Purchase Order No.	Purchase Order Line	Schedule I	Jabil Part No	*Shipped Qty.	*Unit Of Measure	*Tracking Number	*Carrier
PL01	0000260326	<input type="text" value=""/>	<input type="text" value=""/>	1302596277	1	1	HB1159313	1000	EA		<input type="text" value=""/>
		<div style="border: 1px solid black; padding: 2px;"> OCEAN LCL ROAD RAIL AIR MIXED PARCEL </div>									DFHD - DHL Freight DHLC - DHL Express DHLC-PARCEL - DHL Express DHLE - DHL Express DNPR - DSV DSRV - DSV Road DSVA - DSV Air & Sea Holding A/S DSVQ - DSV Air & Sea Holding A/S DSVX - DSV SOLUTIONS LTD DSVX-ROAD - DSV SOLUTIONS LTD EARN - EARN EEX - EAGLE EXPRESS
PL01	0000260326	<div style="border: 2px solid red; padding: 2px;">PARCEL</div>		1302596277	1	1	HB1159313	1000	EA		<div style="border: 2px solid red; padding: 2px;"> DHLC-PARCEL - DHL Express UPSN-PARCEL - UNITED PARCEL SERVICE INC. FDE-PARCEL - FEDEX CORPORATION </div>



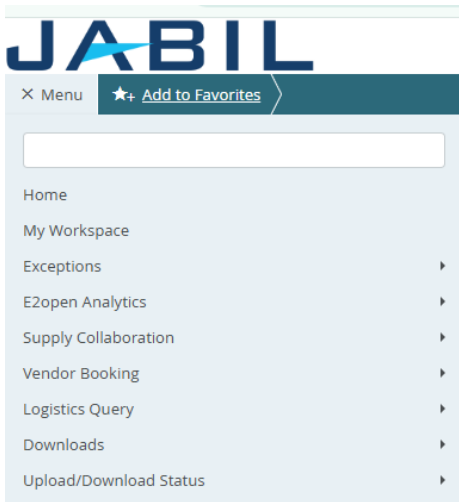
Global Logistics Orchestration

Menu & Navigation in simplified UI

JABIL

Basic User Interface (UI) Information

From the email alert link, you have the option to reach the Menu in UI and see or search for important information. In the Exception menu, you can access important information about our Forecast and PO problem summary to see New PO data or the PO Cancel request waiting for your reply. The PO data due for Vendor Booking Alert is also available from here.

A screenshot of the JABIL user interface showing the 'Long Tail Order Problem Summary' page. The page is titled 'Order Problem Summary' and displays a table of results. The table has two columns: 'Exception' and 'Total'. The 'Exception' column lists various alerts, and the 'Total' column shows the count for each. A red box highlights the 'Long Tail Order Problem Summary' link in the menu, with a red arrow pointing to the 'Long Tail PO DeCommit Alert' row in the table. The table also includes a 'Purchase Order due for Vendor Booking Alert (LongTail Partner)' row with a total of 12.

Exception	Total	Exception	Total
Long Tail New Discrete Purchase Order Alert	13	Purchase Order due for Vendor Booking Alert (LongTail Partner)	12
Long Tail Discrete Order Summary Alert	0	Long Tail Cancel Request Alert	0
Long Tail Problem Summary Alert	0	Long Tail Cancel Pending Response Alert	0
Long Tail PO DeCommit Alert	3		

Supply Collaboration in UI

In the Supply Collaboration menu, you can search FC and PO details, work with lists, and download documents. Please check the further slides for basic navigation training in UI.

	Purchase Order No.	Line ID	Line State	Schedule ID	Schedule State	Supplier Code	Supplier Name	Jabil Part Number	Request Qty.	Total Received Qty. (Sched)	Open Qty.	Promise ID	Promise Date
<input type="radio"/>	4510155717	1	No Commit	1	No Commit	0000260326	Test Connections Inc.	CJ2052189	12	4	8	1	
<input type="radio"/>	4510155524	1	Accepted with Changes	1	Accepted with Changes	0000260326	Test Connections Inc.	CJ2052189	76	0	76	2	
<input type="radio"/>	4511934509	1	Accepted with Changes	2	Accepted with Changes	0000260326	Test Connections Inc.	DR4190591-R	2,000	0	2,000	1	
<input type="radio"/>	4511934509	1	Accepted with Changes	1	Accepted with Changes	0000260326	Test Connections Inc.	DR4190591-R	500	0	500	1	
<input type="radio"/>	4511949129	1	New	1	New	0000260326	Test Connections Inc.	DR4190591-R	5,000	0	5,000	1	
<input type="radio"/>	4511949131	1	Open	1	Open	0000260326	Test Connections Inc.	DR4190591-R	5,000	0	5,000	1	

GLO Solution Overview – Working with Lists

JABIL JABILGLOSCQA1 Process Manager Piotr Wrzesniowski MTIM Supplier for 0000104715

Menu Add to Favorites

Supply Collaboration Discrete Order Order Summary Order List Job Status

Search Orders

Order Schedule

To select/unselect all the items on a page, click the **Select All** checkbox.

To change the column display and/or their sort order, click the **Configure** icon and select **Open Table Editor**.

To switch between Ascending and Descending sort order for a column, click the **Sort Order** icon. The number indicates the order of sort by column.

To act on items on a list, check the **box(es)**, then click an **action button**. You can select items on different pages if the action button is 'View', but you cannot select items on different pages for other action buttons.

Use **Previous Page** [**<**] and **Next Page** [**>**] buttons or enter a page number and click **Jump** to navigate through the list. You may also change the number of records per page.

	Purchase Order No.	Line Item	Line Item State	Schedule ID	Schedule State	Supplier Code	Supplier Name	Jabil Part Number	Jabil Part Description	Manufacturer
<input type="checkbox"/>	3013973970	1	Accepted with Changes	1	Accepted with Changes				WIPES, PRESATURATED LINT FREE WIPES	
<input type="checkbox"/>	3014000516	1	Accepted with Changes	1	Accepted with Changes				ESD BRUSH 36HH	
<input type="checkbox"/>	3013726391	1	Accepted with Changes	1	Accepted with Changes				ESD BRUSH 36HH	
<input checked="" type="checkbox"/>	3013926866	1	Accepted with Changes	1	Accepted with Changes	0000104715	BOLD PACK INDUSTRIES SDN BHD.	M30-0014-BK	ESD BRUSH 36HH	
<input type="checkbox"/>	3014010069	1	Accepted with Changes	1	Accepted with Changes	0000104715	BOLD PACK INDUSTRIES SDN BHD.	M90-0188	STICKY MAT (26" X 45") BLUE - 8MAT/BOX	
<input type="checkbox"/>	3013989114	1	Accepted with Changes	1	Accepted with Changes	0000104715	BOLD PACK INDUSTRIES SDN BHD.	M90-0569-BK	PAPER,CLEANROOM,A4,72G,WHT(250SHT/REAM)	

Acknowledge Edit Promises No Commit Create Vendor Booking View History Reset

Records per page 200

GLO Solution Overview – Hyperlinks

- In the system, **blue** text indicates a link to another page; click it to be redirected to the linked page.

Home > Sales Order > Sales Order Summary > Sales Order List

Sales Order Schedules

Page 1 of 148; 2953 Records

	Sales Order Number	Total Shipped Qty	Blanket Indicator	Balance Qty	Purchase Order	PO Line Item	SO Requisition Number
<input type="radio"/>	0102052152	0	No	15	950000002	10	
<input type="radio"/>	0102052394	0	No	3,000	950000043	10	10009875
<input type="radio"/>	0102052408	0	No	10,000	950000046	10	10009874
<input type="radio"/>	0102052425	0	No	9,000	950000048	10	10009876-MY1
<input type="radio"/>	0102052426	0	No	9,000	950000049	10	10009876
<input type="radio"/>	0102052662	0	No	2,000	950000063	10	10009907
<input type="radio"/>	0102052677	0	No	2,000	950000064	10	55550 Doc

View History

< > Go To Page Jump Records per page 20

GLO Solution Overview – History

1. Select "View History" on the List page – this option applies to a single line only.
2. A new page will open displaying the booking history details.
3. You can customize the fields and data types you wish to view in the history.

Vendor Booking List Page 1 of 1; 1 Records, 1 Selected

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vendor Booking Line ID ¹	Order No.	Purchase Order Line ID ²	Carrier Booking Reference	Line State	SB Status	4PL Action Code	L
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	PMA9181329938	1		Confirmed	New		

1

Approve/Reject View History Reset

History Selector

2

Change Field: Transport Mode x Ship Date x Booked Qty x .10.selected x

Operation Type: Update x Insert x

3

Refresh

	Transaction Date	User	Role	Operation Type	Vendor Booking No.	Shipper Reference No.	Incoterms	Incoterms Location	Vendor Booking Li	Change Field	Old Value	New Value
2025-10-27												
<input checked="" type="checkbox"/>	09:30:08	e2open_super_user	e2open_super_role	Update	BKG10	BKG10	DDP	ShenZhen	1	VB Sent to FF Date		2025-10-27:09:30:08
<input checked="" type="checkbox"/>	09:01:40	jagrutipatel	e2open_super_role	Insert	BKG10	BKG10	DDP	ShenZhen	1	All		

< > Records Per Page 25 v

GLO Solution Overview – List Export

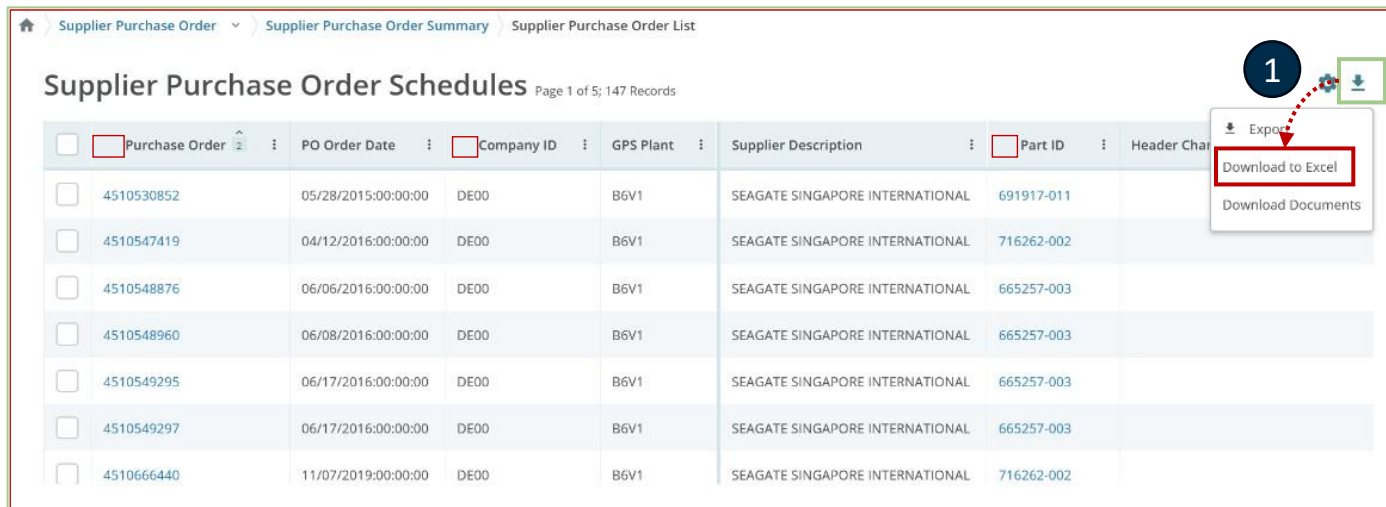
1. Click the **pointing down arrow icon** and select **Export** to begin the process of copying the data on a page into a text file that can be viewed offline.
 - If there are multiple pages, Export will only write out the currently displayed page.
 - The data cannot be uploaded back into the system because the format is a tab-delimited text file.

The screenshot shows a web application interface for 'Supplier Purchase Order Schedules'. The breadcrumb navigation at the top reads: 'Supplier Purchase Order > Supplier Purchase Order Summary > Supplier Purchase Order List'. The main heading is 'Supplier Purchase Order Schedules' with a subtitle 'Page 1 of 5; 147 Records'. Below the heading is a table with columns: 'HP Purchase Order', 'PO Order Date', 'HP Company ID', 'GPS Plant', 'Supplier Description', 'HP Part ID', and 'Header Char'. The table contains 8 rows of data, all from 'SEAGATE SINGAPORE INTERNATIONAL'. A red box highlights the 'Export' button in the top right corner, with a circled '1' and a red arrow pointing to it. A dropdown menu is open below the 'Export' button, showing options: 'Export', 'Download to Excel', and 'Download Documents'.

<input type="checkbox"/>	HP Purchase Order	PO Order Date	HP Company ID	GPS Plant	Supplier Description	HP Part ID	Header Char
<input type="checkbox"/>	4510530852	05/28/2015:00:00:00	DE00	B6V1	SEAGATE SINGAPORE INTERNATIONAL	691917-011	
<input type="checkbox"/>	4510547419	04/12/2016:00:00:00	DE00	B6V1	SEAGATE SINGAPORE INTERNATIONAL	716262-002	
<input type="checkbox"/>	4510548876	06/06/2016:00:00:00	DE00	B6V1	SEAGATE SINGAPORE INTERNATIONAL	665257-003	
<input type="checkbox"/>	4510548960	06/08/2016:00:00:00	DE00	B6V1	SEAGATE SINGAPORE INTERNATIONAL	665257-003	
<input type="checkbox"/>	4510549295	06/17/2016:00:00:00	DE00	B6V1	SEAGATE SINGAPORE INTERNATIONAL	665257-003	
<input type="checkbox"/>	4510549297	06/17/2016:00:00:00	DE00	B6V1	SEAGATE SINGAPORE INTERNATIONAL	665257-003	
<input type="checkbox"/>	4510666440	11/07/2019:00:00:00	DE00	B6V1	SEAGATE SINGAPORE INTERNATIONAL	716262-002	

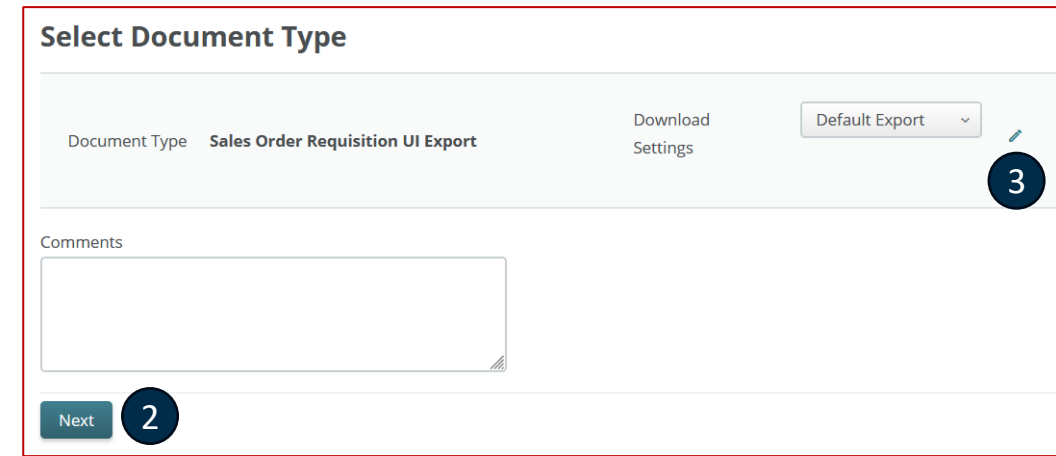
GLO Solution Overview – List Excel Download

1. Click the **pointing down arrow** icon and select **File Download** to begin the process of copying the data on a page into an Excel file that can be viewed offline.
2. Separate window opens. To download a file, click **Next**.
3. You may also customize the file columns using the **pen icon** and selecting Download Fields, rearranging Download Fields, and modifying the Sort Order.



The screenshot shows a table titled "Supplier Purchase Order Schedules" with 147 records. A callout box with a red border and a "1" in a circle points to a dropdown arrow in the top right corner of the table. The callout contains two options: "Download to Excel" (highlighted with a red box) and "Download Documents".

<input type="checkbox"/>	Purchase Order	PO Order Date	Company ID	GPS Plant	Supplier Description	Part ID	Header Char
<input type="checkbox"/>	4510530852	05/28/2015:00:00:00	DE00	B6V1	SEAGATE SINGAPORE INTERNATIONAL	691917-011	
<input type="checkbox"/>	4510547419	04/12/2016:00:00:00	DE00	B6V1	SEAGATE SINGAPORE INTERNATIONAL	716262-002	
<input type="checkbox"/>	4510548876	06/06/2016:00:00:00	DE00	B6V1	SEAGATE SINGAPORE INTERNATIONAL	665257-003	
<input type="checkbox"/>	4510548960	06/08/2016:00:00:00	DE00	B6V1	SEAGATE SINGAPORE INTERNATIONAL	665257-003	
<input type="checkbox"/>	4510549295	06/17/2016:00:00:00	DE00	B6V1	SEAGATE SINGAPORE INTERNATIONAL	665257-003	
<input type="checkbox"/>	4510549297	06/17/2016:00:00:00	DE00	B6V1	SEAGATE SINGAPORE INTERNATIONAL	665257-003	
<input type="checkbox"/>	4510666440	11/07/2019:00:00:00	DE00	B6V1	SEAGATE SINGAPORE INTERNATIONAL	716262-002	



The screenshot shows a dialog box titled "Select Document Type". The "Document Type" is set to "Sales Order Requisition UI Export". There are "Download Settings" and "Default Export" options. A "Next" button is visible at the bottom left, with a "2" in a circle callout. A "3" in a circle callout points to a pen icon in the top right corner.

Document Type: Sales Order Requisition UI Export

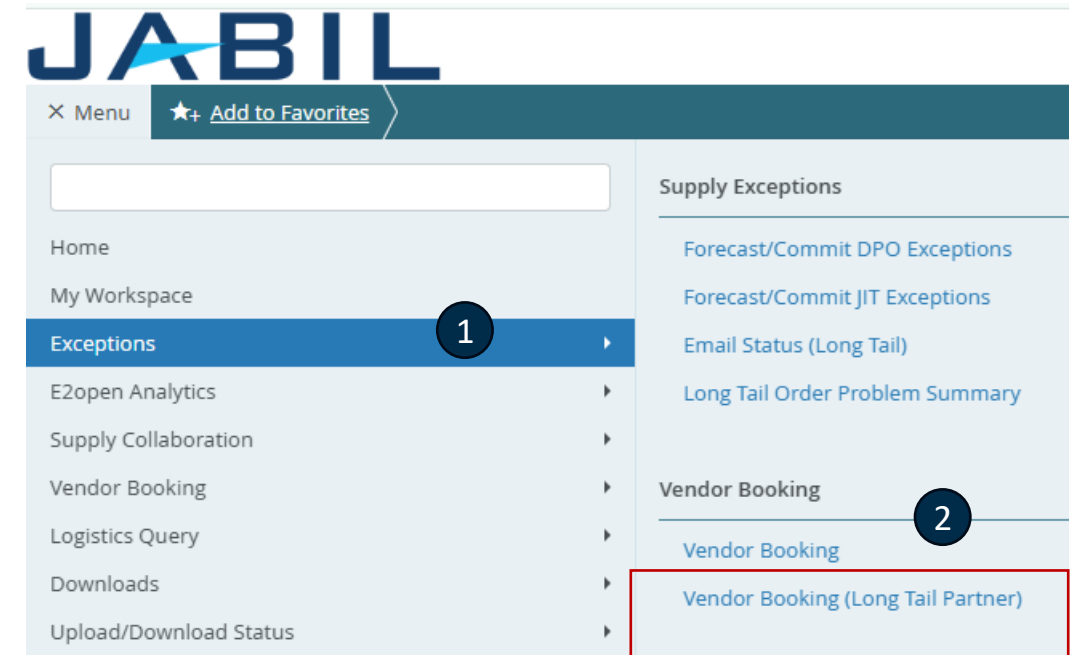
Download Settings: Default Export

Comments: [Text Area]

Next

Vendor Booking - Exceptions

In the menu Exceptions, you can check the Vendor Booking Problem summary and open the PO list with further details to check and correct if necessary.



3

Vendor Booking Problem Summary

Save Search

Results

Exception	Total	Exception	Total
Missing Dangerous Goods Document (LongTail Partners)	20	LTS Vendor Booking is Cancelled	1
LTS Vendor Booking is Rejected. Vendor Booking update is required	4		