

Shipment Booking in GLO/e2open

This guide covers how to book shipments and request pickups in the Global Logistics Orchestration (GLO) system as a **Email 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 an Excel attachment from the e2open system:

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 - only the UI link option is available</p>
<p><u>Post - ASN</u></p>	<p>Complete Vendor booking outside of GLO, but share Tracking data in GLO - UI Link option & Excel file attachment are available</p>
<p><u>Document Upload</u></p>	<p>Finalize Vendor Booking and upload the required shipping documents using the email released by the system</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

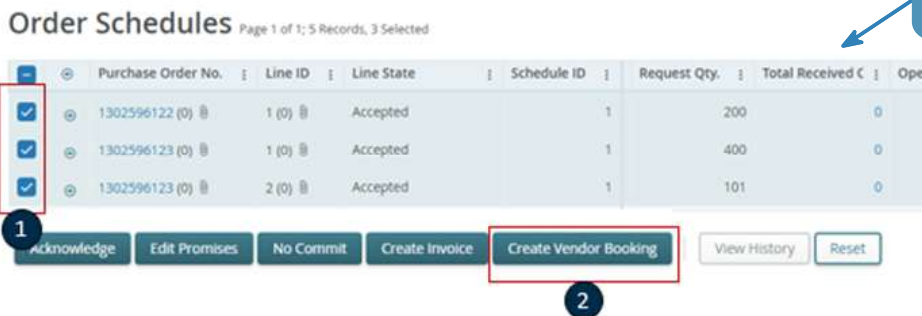
1 Email Alert



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



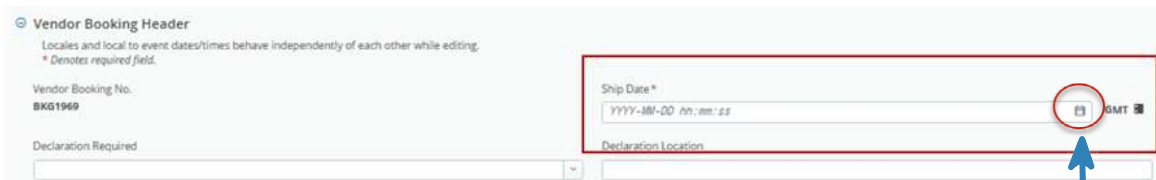
Select the relevant POs from the list and click 'Create Vendor Booking'

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

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. A blue callout box with arrows pointing to the dropdown and the 'Declaration Location' field 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 dropdown options are 'International Trade', 'Domestic Trade', and 'Bonded Trade'. A blue arrow points from the text above to the dropdown menu.

3. Supplier Shipment reference

The screenshot shows the 'Vendor Booking Details' form. The 'Supplier Shipment Reference' field is highlighted with a red box. A blue arrow points from the text below 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 highlighted with a red box. A blue arrow points from the text above to this field. The 'Incoterms Location' field is also highlighted with a red box.

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**

The screenshot shows the 'Routing' form with the 'Pick up Location' field highlighted. A red circle highlights a 'New' icon (a square with a plus sign) located to the right of the 'Place Of Receipt Address' field.

1 Start typing to see available addresses and select options.

This screenshot shows the 'Address' form with several annotations: a 'CLICK' button above the 'Address ID' field, a red exclamation mark next to the 'Address ID' field, a red exclamation mark next to the 'Country' field, and a 'Cancel' and 'OK' button at the bottom right. A red dashed arrow labeled '4' points from the 'Address ID' field back to the 'Pick up Location' field in the previous screenshot.

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!

The screenshot shows the 'Routing' form with the 'Place of Delivery' field highlighted. A red circle highlights a 'New' icon (a square with a plus sign) located to the right of the 'Place Of Delivery Address' field.

This screenshot shows the 'Address' form with several annotations: a 'CLICK' button above the 'Address ID' field, a red exclamation mark next to the 'Address ID' field, a red exclamation mark next to the 'Country' field, and a 'Cancel' and 'OK' button at the bottom right. A red dashed arrow labeled '4' points from the 'Address ID' field back to the 'Place of Delivery' field in the previous screenshot.

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 type-ahead search showing 'KHNN KUEHNE + NAGEL INC'.

2. Transport Mode* dropdown menu with options: ROAD, OCEAN, AIR, PARCEL, LCL.

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 Order Flag	Jabil Part Number	Jabil Material Group	Commodity	Unit Of Measure	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	HB119316	P... JABIL		EA	210	2	Pallet Wooden		MANUFACTURE...	KHNN	OCEAN		Standard
2	1302596249	1	HB119316	P... JABIL		EA	220	20	Boxes	YES	MANUFACTURE...	KHNN	OCEAN		Standard

7. **Calculate** button. 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: 000000

2. Stackable Allowed: YES

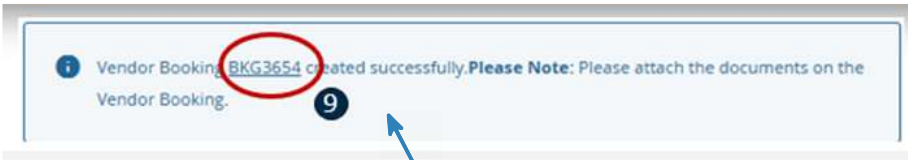
3. Battery Included: No

4. Invoice Number: [Empty]

5. ECCN Number: [Empty]

6. Cargo Type: Raw Material

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

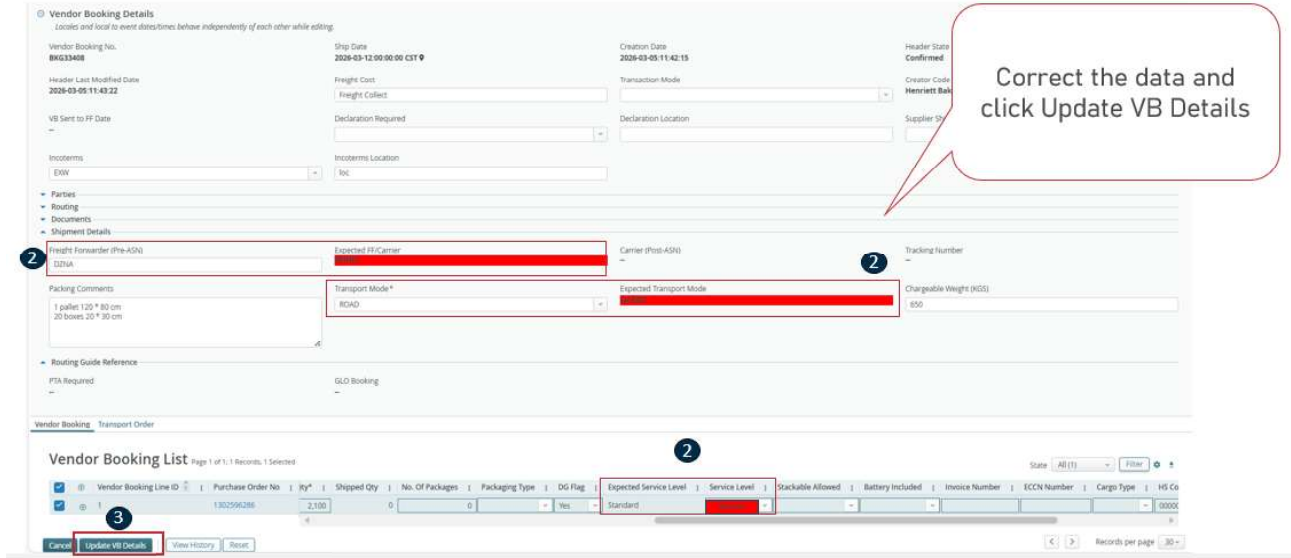


The system saves the booking and displays a confirmation pop-up with the Booking ID. Click the hyperlinked Booking ID to access booking details. Email Users can upload shipping documents from a new email alert 'Submit Document' see details in the Document Upload section.

6

Routing Guide (RG) Validation

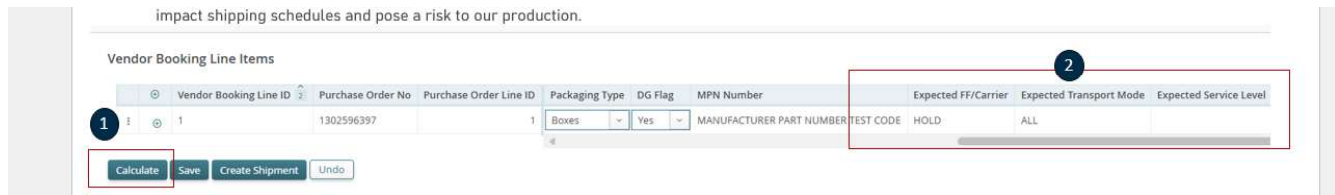
In the Vendor Booking status, if your selected Carrier, Transport Mode, and Service Level do not match the Jabil digitized RG data based on the shared packing information: red-colored fields will appear showing the expected FF/Carrier name, Transport Mode, and Service Level details. Correct the fields and click 'Update VB Details'



Correct the data and click "Update VB Details"

! Rejected Vendor Booking

If a Supplier is on the "Restricted Supplier list" due to non-compliance, Jabil Buyer approval is needed. 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. 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.

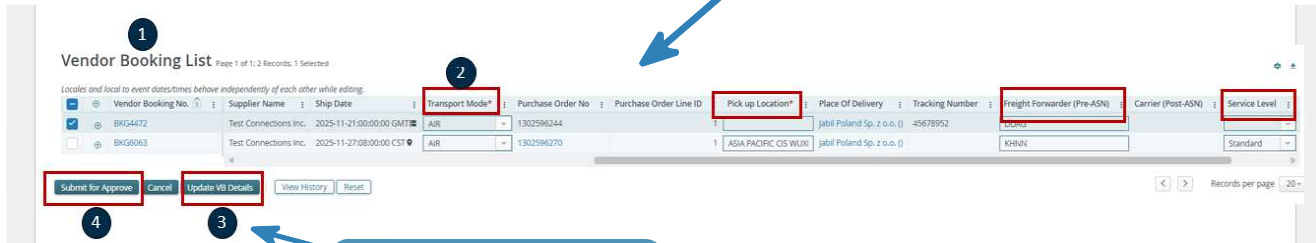


If the Jabil User rejects the booking, the system informs the Supplier of the rejection reasons and returns the booking for correction.



From the email alert click the link to open the Vendor Booking

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)

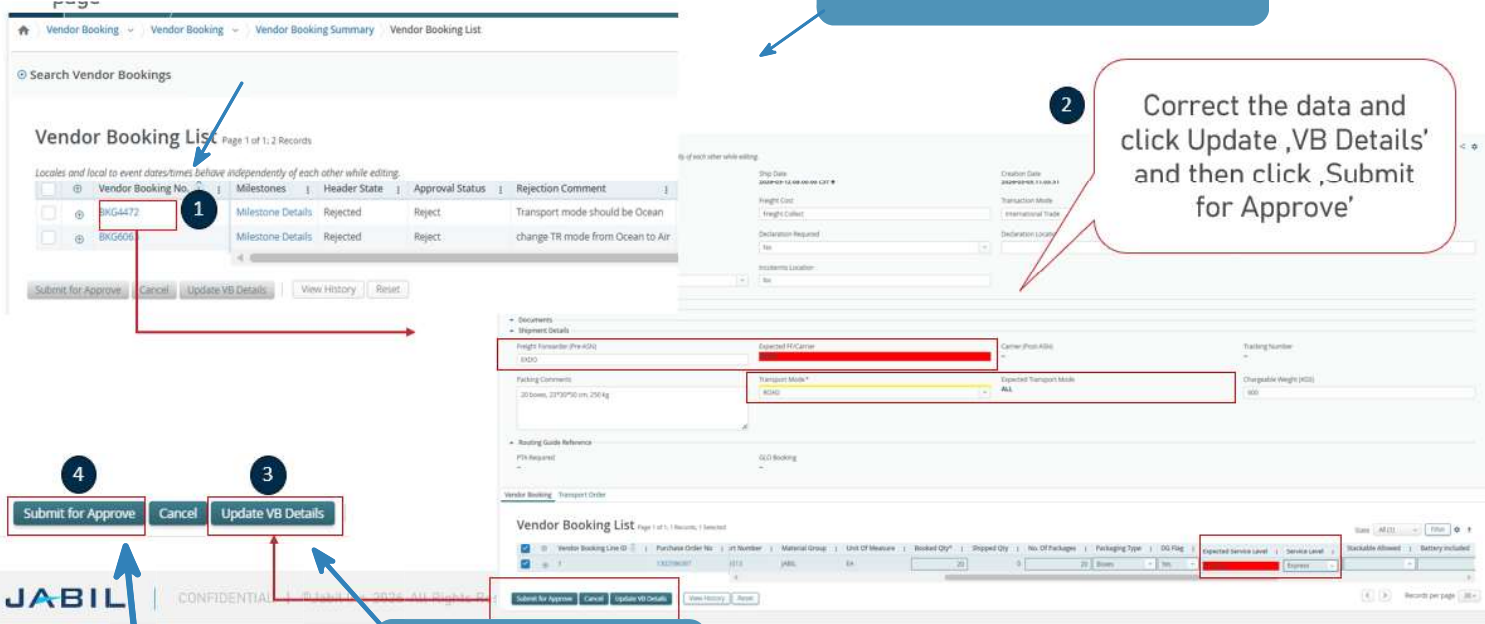


Correct the data and click "Update VB Details"

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

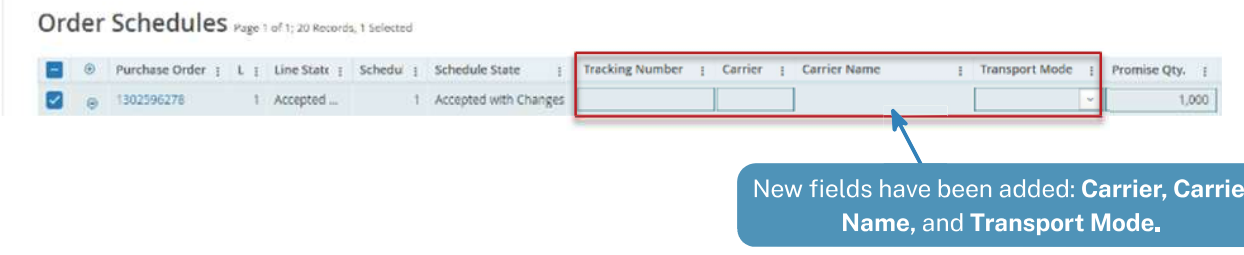
- Use the HELP menu to find the appropriate logistics support email for each Jabil plant before finalizing your booking.
- Check the valid Jabil Shipping and Routing Guide or consult a Jabil Buyer for guidance.
- Once you have all details, return to your saved booking to update the FF/Carrier information.

Post - ASN

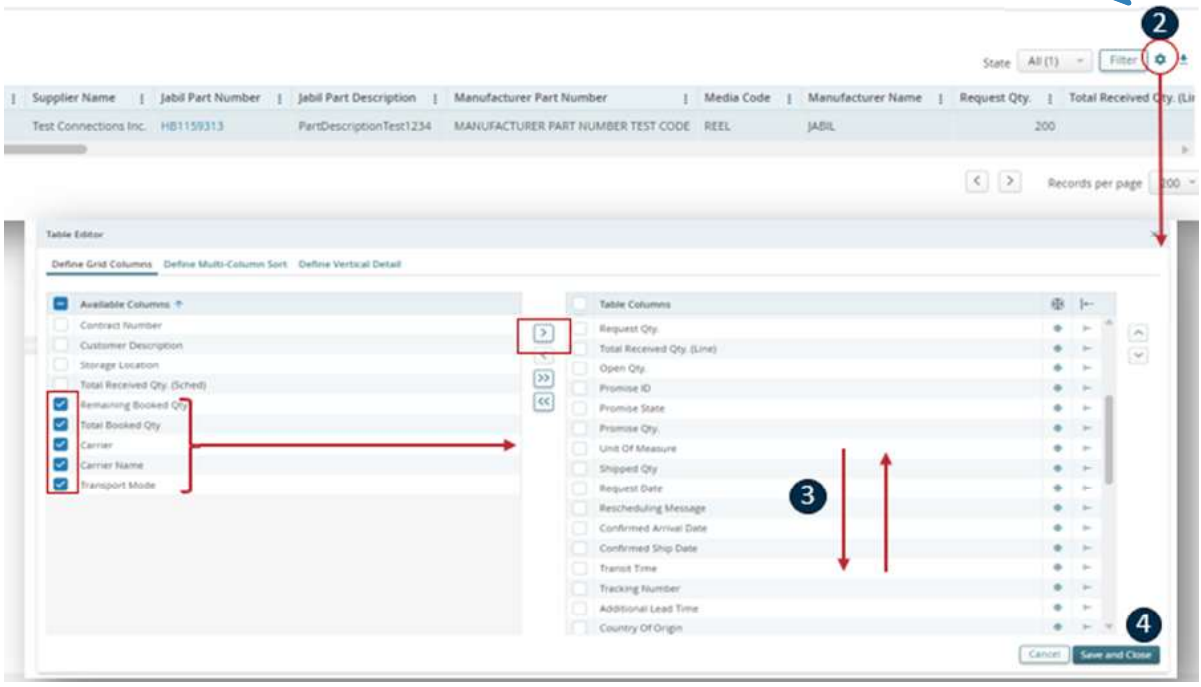
Tracking Update

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 OPTION 1 - From email alert using UI link



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)



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.

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

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

The screenshot shows the 'Order Schedules' 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 callout '3' points to the 'Acknowledge' button. Callout '2' points to the 'Carrier' and 'Transport Mode' fields. Callout '4' points to an error message: 'Application Message: Some of the business objects could not be modified. For Parcel please provide Correct Carrier Name and Tracking Number.' Callout '5' points to a success message: 'Action executed successfully for 1 schedule(s)'.

2

OPTION 2 - -Email Suppliers can access the Excel attachment from the email alert to share tracking data.

Open the Excel attachment from the system email.



Required data is highlighted in blue and all PO data is pre-populated in the file

Tracking Number – please provide only the exact tracking number without any extra characters, and ensure there is only one tracking number per PO line

#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	6	OCEAN		1302596277	1	1	HB1159313	1000	EA		

Transportation mode – choose from the drop-down menu.

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.

Carrier: select from the drop-down list

#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	6	PARCEL		1302596277	1	1	HB1159313	1000	EA		DHL - PARCEL - DHL Express UPS - PARCEL - UNITED PARCEL SERVICE INC. FDE - PARCEL - FEDEX CORPORATION

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

Document Uploading Process

Mandatory required documents with your shipment are:

- 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)

1

Once you have completed the booking in the tool, the system will issue a 'VB Document Pending Upload Alert.'

The email table will display the list of missing mandatory documents

The screenshot shows an email from JABIL with the subject 'VB Document Pending upload'. The email body contains instructions for suppliers to complete their shipment booking request by replying to the email and attaching missing documents. A table lists the required documents with columns for Vendor Booking No., Consignee ID, Supplier ID, File Name, Doc Template ID, Desc, and Status. The 'Desc' column is highlighted with a red box and a circled '2'. Below the table, there is a note about a one-time token expiring after 14 days.

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

2

How to upload documents

To finalize your Shipment Booking request, please reply to this email and include all the shipping documents specified in the table, Supplier Partner, Supplier Partner, ensure your file names exactly match those in the table document list.

Attach all required documents

A close-up view of the 'File Name' column from the table in the previous screenshot. The column header is 'File Name' and the rows contain 'MSDS', 'PL', 'CI', and 'CONTACT_INFO'. A red box highlights the 'File Name' column, and a circled '4' is placed next to the 'MSDS' row.

File Name
MSDS
PL
CI
CONTACT_INFO

- Ensure that the document names match exactly as shown in the 'File Name' column of the table.
- Don't forget to share your contact data in the 'Contact_Info' document what FF can use in case of any questions.

3

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