

### Shipment Booking in GLO (Pre-ASN) Email Users

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](mailto:mailer@services.e2open.com)

<b>Vendor Booking Required Alert</b>	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).
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#### Processes in GLO

GLO includes several processes to support shipment booking, tracking, and documentation. Below is an overview of these processes for your reference.

<b>Shipment Booking (Pre-ASN)</b>	Start the vendor Booking process in the GLO tool - <b>only the UI link option is available</b>
<b><u>Document Upload</u></b>	Finalize Vendor Booking and upload the required shipping documents <b>using the email</b> released by the system

**NOTE:** Parcel booking is not possible with GLO, but you can share data in the tool to ensure shipment visibility for Jabil > [Check Tracking Sharing process in our Supplier Collaboration page](#)



### Shipment Booking in GLO (Pre-ASN) Email Users



**Shipment Booking in GLO is ONLY performed through the UI (User Interface).**

#### How to access GLO

For Email Users, access to the UI is only available through the following method:

<b>Email Users</b>	<ul style="list-style-type: none"> <li>• Can ONLY access GLO via the system-generated email alert</li> <li>• Click the UI link included in the email to start the booking process</li> <li>• Booking cannot be initiated without this link</li> </ul>
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A **Vendor Booking Required Alert** is sent based on:

- PO commit date or
- Required delivery date (considering transit time + 5 preparation days)

#### How to book shipment in GLO tool



#### 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'

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

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

1

Acknowledge Edit Promises No Commit Create Invoice **Create Vendor Booking** View History Reset

2

**Note:** Only confirmed POs can be used to create shipment bookings, and the commit date must not be in the past. The system will display an error message if these conditions are not met.

# 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.

Vendor Booking Header

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

Vendor Booking No.  
BK01969

Declaration Required

Ship Date\*  
YYYY-MM-DD hh:mm:ss

Declaration 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

Vendor Booking Details

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

Vendor Booking No.  
BK26884

Declaration Required

Ship Date  
2026-02-13 08:00:00 CST

Declaration Location

Creation Date  
2026-02-13 13:23:08

Creator Code  
LTS.jabil.ezopen@gmail.com

Supplier Shipment Reference

Header State  
Confirmed

VB Sent to FF Date  
2026-02-13 14:01:09

Incoterms  
EXW

Incoterms Location  
Wuxi

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.

Vendor Booking Details

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

Vendor Booking No.  
BK26884

Header Last Modified Date  
2026-02-13 16:01:51

Declaration Required

Incoterms Location  
Wuxi

Ship Date  
2026-02-13 08:00:00 CST

Transaction Mode

International Trade  
Domestic Trade  
Bonded Trade

Creation Date  
2026-02-13 13:23:08

Creator Code  
LTS.jabil.ezopen@gmail.com

Supplier Shipment Reference

Header State  
Confirmed

VB Sent to FF Date  
2026-02-13 14:01:09

Incoterms  
EXW

## 4. Supplier Shipment reference

Vendor Booking No. BKG26884  
 Header Last Modified Date 2026-02-13 16:01:51  
 Declaration Required  
 Incoterms Location Wuxi

Ship Date 2026-02-13 08:00:00 CST  
 Transaction Mode  
 Declaration Location

Creation Date 2026-02-13 13:23:08  
 Creator Code LTS.jabil.e2open@gmail.com  
 Supplier Shipment Reference

Header State Confirmed  
 VB Sent to FF Date 2026-02-13 14:01:00  
 Incoterms EXW

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

## 5. Incoterms

Automatically mapped from PO but you can edit here if needed

Vendor Booking No. BKG26884  
 Header Last Modified Date 2026-02-13 16:01:51  
 Declaration Required  
 Incoterms Location Wuxi

Ship Date 2026-02-13 08:00:00 CST  
 Transaction Mode  
 Declaration Location

Creation Date 2026-02-13 13:23:08  
 Creator Code LTS.jabil.e2open@gmail.com  
 Supplier Shipment Reference

Header State Confirmed  
 VB Sent to FF Date 2026-02-13 14:01:00  
 Incoterms EXW

## 6. Shipment Details

**1** Freight Forwarder (Pre-ASN) table with columns: PartyId, PartyName, Reference 1, Reference 2, Reference. Entry: KHNN, KUEHNE + NAGEL INC.

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

**3** Packing Comments\* text area with content: 2 pallets (130 cm \* 80 cm), 20 boxes (50 cm \* 20cm).

**4** Chargeable Weight (KGS)\* text field with value: 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

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

**1** PO data is filled

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

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

**4** 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

**5** 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)

**6** 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.

**7** Calculate button

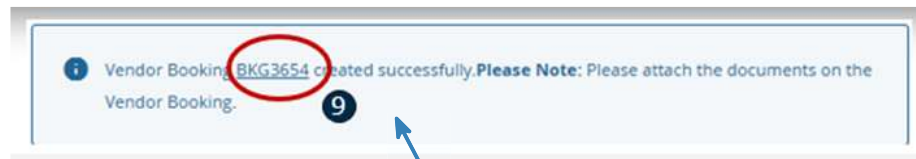
After all data is entered, users can click 'Calculate' to view the expected freight forwarder/carrier and transport mode!

## 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.

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:

- 1.Red-colored fields will appear showing the expected FF/Carrier name, Transport Mode, and Service Level details.
- 2.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 required.**

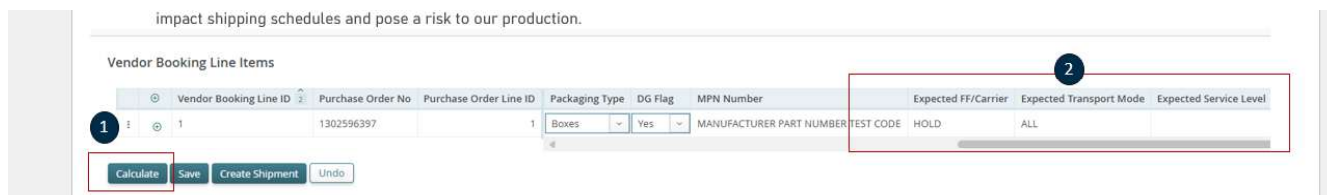
After clicking “**Calculate**”, the system will show:

- **Expected FF/Carrier = HOLD**
- **Expected Transport Mode = ALL**
- **Service Level = blank**

You can still **continue and create the shipment**, but the booking will be flagged.

In this scenario, the **Jabil Buyer or Logistics team will be notified** and will **review the booking for approval or rejection.**

Once approved, **the Vendor Booking will be forwarded to the Freight Forwarder** through a scheduled system process.

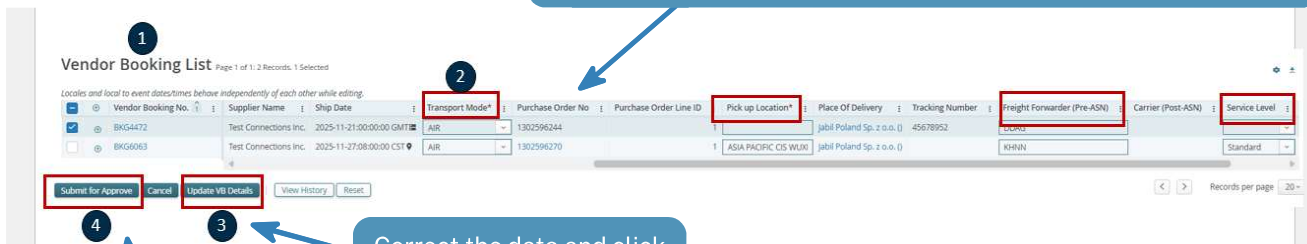


If the Jabil User rejects the booking, the system informs the Supplier of the rejection reasons and returns the booking for correction.



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

1

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

3

4

Submit for Approve Cancel Update VB Details

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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 is not found in the Routing Guide, the system will display "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

1

3

2

Calculate Save Create Shipment Undo

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

- Use the **HELP** menu to find the appropriate **Logistics support contact** for your Jabil plant before finalizing your booking.
- Make sure to check the **Jabil Shipping and Routing Guide** or consult a Jabil Buyer for guidance.
- Once you have all details, return to your **saved booking** and update the **FF/Carrier information**.

# 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 titled "VB Document Pending upload". It 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 expiration.

*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 entries are MSDS, PL, CI, and CONTACT\_INFO. A red box highlights the entire column, and a circled '4' is placed next to the first 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.