

# Email-based Suppliers

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Email with Web Link notification

**JABIL**

# Getting Set Up

Once you are onboarded into e2open – you will receive below consolidated Alerts for your Vendor code from different plants, based on Communication Period and Alert frequency.

**Note:** Alerts will be including only those POs that weren't included in the prior email alert!

System mail address: [mailer@services.e2open.com](mailto:mailer@services.e2open.com) & [donotreply@e2open.com](mailto:donotreply@e2open.com)

Please ensure you are not blocking these mail addresses!

SYSTEM ALERTS	SYSTEM COMMUNICATION PERIOD	ALERT FREQUENCY AT SUPPLIER
New or Changed Forecast Alert DPO (Discrete Purchase Order)	System release 4 times a day (1AM & 5AM / 1PM & 5PM UTC) based on Buyer approval	You will receive this Alert <b>once per week</b> , based on Buyer approval
New or Changed Forecast Alert JIT (Just in Time Schedule Agreement)		
Summary of Discrete Order Lines		
Problem Summary Alert		
Order De Commit Alert	System release once per day every 24 hours (starting at 00:00:00 UTC)	<b>Automated Alert</b> - triggered when Confirmed arrival date is later than previously confirmed arrival date (or no commit) and don't not meet PO requested delivery date (late) and there was no push-out request originated from Jabil.
New Discrete Purchase Order	System release twice per day 12:30AM UTC and 12:30PM UTC	You will receive this Alert <b>maximum twice per day (only if Jabil place new PO to you)</b>

# Supplier Notification

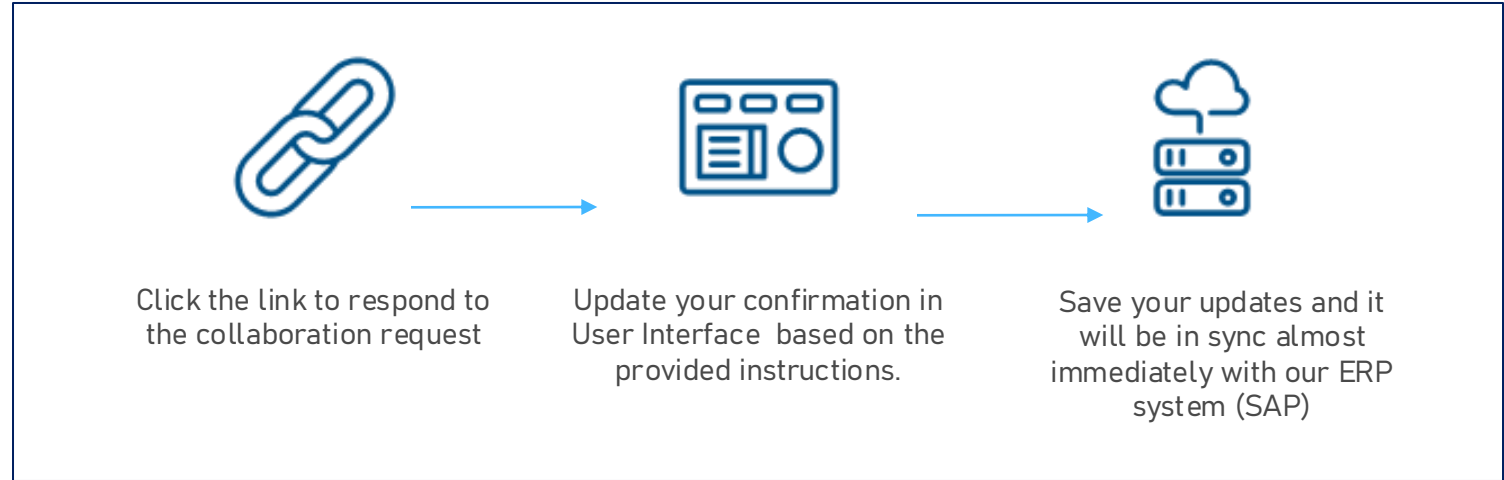
The supplier will receive a system email notification with WEB link about:

- New Purchase Orders
- Open PO Summary including PO Rescheduling and Cancellation requests too
- Order De-Commit
- New or Changed Forecast

The supplier will be able to send confirmation update for New and Open PO delivery date and quantity

- PO Rescheduling & Cancel request
- Forecast

After 336 hours one-time token will expire!



# Response Options

Discrete Purchase Orders	<ul style="list-style-type: none"><li>• Acknowledge</li><li>• Edit Promise</li><li>• Split Commit</li><li>• No Commit</li></ul>
Po Cancellation Request	<ul style="list-style-type: none"><li>• Cancel Accepted</li><li>• Cancel Rejected</li></ul>
Forecast	<ul style="list-style-type: none"><li>• Planned Orders - Commit Consumption Forecast (Optional)</li><li>• SA - JIT<ul style="list-style-type: none"><li>• Firm Demand Commit</li><li>• Forecast Commit (ATP - Available To Promise)</li></ul></li></ul>

# New/Summary of Discrete Order Lines Alert

Summary of Discrete Purchase Order Lines/订单项汇总通知 [Ref:c30b4a90-f3c6-4173-bf96-4b6b1b245b4b] Inbox x

 mailer@services.e2open.com  
to me ▾

# JABIL

## Summary of Discrete Purchase Order Lines 订单项汇总通知

Supplier Partner,

Jabil has released an Open Order Report to communicate actions needed to align orders with current Jabil demand. Please review and respond with delivery confirmations for all new, reschedule order requests, and please provide tracking information for any orders that have recently shipped. To review and provide confirmations, please go to the [Link and send your reply in the User Interface](#)

供应商小伙伴,

捷普向您发送了一份开放订单报表, 用以沟通满足捷普当前需求, 需要对订单采取的行动。请查看并回复所有的、重新安排交期的订单请求, 并请提供最近出货订单的运单号。要访问并回复确认, 请点击 [链接](#)并在用户界面中发送您的回复。

Category	URL
Summary of Discrete Purchase Order Lines/订单项汇总通知	<a href="#">Link/链接</a>

Please send your response back within 72 hours from the mail sent, after that the one time Token will be expired!

请在邮件发出后72小时内回复, 否则一次性通行证将过期!

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 Portal's Direct Procurement: Purchase Order Terms & Conditions – Master version under the link: <https://www.jabil.com/about-us/supplier.html> shall apply to this email and to any files linked or attached herewith, whereby Jabil purchases goods or services with this email.

包含在捷普供应商门户网站链接: <https://www.jabil.com/about-us/supplier.html> 里最新的直接采购条款与条件-采购订单条款与条件-主版本应适用于本电子邮件, 以及捷普通过本电子邮件购买商品或服务所链接或附带的任何文件, 除非被签署的采购协议或双方签署的其他协议所取代。

**\*\*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.*

**\*\* 捷普机密信息 \*\***

本电子邮件的内容应被视为机密信息, 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。



# New/Open Order Confirmation

- After clicking the link in the email notification to access e2open Simplified Web view:
- You must respond to all NEW and OPEN Discrete Orders (1). You will have the following options:
  - Acknowledge
  - Edit Promises - split the Promise Quantity into multiple Promise Dates
  - No Commit
- After populating Acknowledge:
  - Leave the details as they are and the Discrete Order State transitions into Accepted OR
  - Update the Promise Quantity and/or Confirmed Arrival Data/Confirmed Ship Date if needed and the Discrete Order State transitions into Accepted w/ Changes
  - After you populate No Commit > Discrete Order State transitions into No Commit

Discrete Order Schedules Page 1 28 Records

<input type="checkbox"/>	<input type="checkbox"/>	Purchase Order No.	Li	Line State	Schedule Stat	Request Qty.	Total Received	Open Qty.	Promise ID	Promise State	Promise Qty.	Unit Of Measure	Request Date	Rescheduling Message	Confirmed Arrival Date	Confirmed Ship Date	Transit Time	Tracking Number	Supplier Comment
<input type="checkbox"/>	<input type="checkbox"/>	1302477799		Open	1 Open	3,000	0	3,000	1	Unconfirmed	3,000	EA	2023-02-25		2023-02-25	YYYY-MM-DD	7		Create
<input type="checkbox"/>	<input type="checkbox"/>	1302479741		Open	2 Open	200	0	200	1	Unconfirmed	200	EA	2023-08-12		2023-08-12	YYYY-MM-DD	7		Create
<input type="checkbox"/>	<input type="checkbox"/>	1302480399		New	1 New	1,500	0	1,500	1	Unconfirmed	1,500	EA	2023-10-17		2023-10-17	YYYY-MM-DD	7		Create

**Acknowledge** **Edit Promises** **No Commit** **View History** **Reset**

ACKNOWLEDGE

7

EDIT PROMISE

8

NO COMMIT

9

# P0 Acknowledge

We need your feedback on every P0 and Schedule Line where status **(1)** is NEW (recently placed not yet accepted) or OPEN (Jabil made PO Change meanwhile)

Promise qty and Confirmation date are pre-populated fields, that can be updated as needed

Ensure that Promise qty **(2)** = Open qty **(3)** (Less qty confirmation is allowed but overcommit is not allowed!)

Arrival Date **(4)**: If you cannot confirm it (dock date at Jabil), you can confirm the Ship Date **(5)** and delete pre-populated Arrival date data.

**Updates to the Confirmed Arrival Date rule:** Commitments for past due dates are allowed; the Confirmed Arrival Date can be up to 10 days before today's date

Note: You do not need to populate both dates in the file! The system will calculate the Arrival Date based on your provided ship date + Transit time **(6)** information from the next field.

In case of 'confirmation split' click "Edit Promises" – see details on the next slide.

Tracking Number **(7)**: this information needs to be provided if it's available in the 'Tracking number' column

You can share any further notes or messages with Jabil in the Supplier Comment column! **(8)**

Discrete Order Schedules **(1)** of 1; 28 Records **(1)**

	<b>(1)</b>	<b>(1)</b>	<b>(3)</b>	<b>(2)</b>		<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>	<b>(8)</b>
	Line State	Schedule Stat	Request Qty.	Open Qty.	Promise ID	Confirmed Arrival Date	Confirmed Ship Date	Transit Time	Tracking Number	Supplier Comment
1302477799	Open	1 Open	3,000	0 3,000	1 Unconfirmed	2023-02-25	YYYY-MM-DD	7		Create
1302479741	Open	2 Open	200	0 200	1 Unconfirmed	2023-08-12	YYYY-MM-DD	7		Create
1302480399	New	1 New	1,500	0 1,500	1 Unconfirmed	2023-10-17	YYYY-MM-DD	7		Create

**(9)** Acknowledge Edit Promises No Commit View History Reset

After clicking Acknowledge **(9)**, the Discrete Order State transitions into Accepted if no details are changed. If the Promise Quantity and/or Confirmed Arrival Date/Confirmed Ship Date are updated, then the Discrete Order State transitions into Accepted with Changes.



# No Commit

- In case you are unable to meet Jabil's needs, you can choose “NO COMMIT” as feedback, but you will be required to provide a No Commit Reason Code value, which can be selected from a dropdown list of predefined values.
- Please select **PO line (1)**
- Choose a No Commit Reason Code from **Drop down list (2)**
- Click **“No Commit” (3)**
- In this scenario, e2open moves the requested schedule into the No Commit state. **(4)**

The screenshot displays the 'Discrete Order Schedules' interface. At the top, a table lists order lines with columns for Purchase Order, Line ID, Line State, Request Qty, Total Received Qty, Open Qty, Promise ID, Promise Qty, Request Date, Rescheduling, Confirmed Arrival Date, Confirmed Ship Date, Transit Tim, Tracking Number, and No Commit Reason Code. A red circle labeled '1' highlights the first row. Below the table, a row of buttons includes 'Acknowledge', 'Edit Promises', 'No Commit', 'View History', and 'Reset'. A red box labeled '3' surrounds the 'No Commit' button. A red arrow labeled '2' points to a dropdown menu in the 'No Commit Reason Code' column of the first row. A second screenshot, labeled '4', shows a modal window titled 'Discrete Order Schedules' with a table of order lines. A red box highlights the 'Line Sta' column, showing 'No Commit' for all three rows. A third screenshot shows a dropdown menu with the following options: ECN/MPN change, Quality/Technical Issue, Incorrect MOQ, Incorrect Price, Capacity problem, Logistic problem, RawMaterial Problem, Allocation, and Delivery Date is pending.

Purchase Order	Line ID	Line State	Request Qty	Total Received Qty	Open Qty	Promise ID	Promise Qty	Request Date	Rescheduling	Confirmed Arrival Date	Confirmed Ship Date	Transit Tim	Tracking Number	No Commit Reason Code
1302479714	1	No Commit	200	20	200	1		2023-08-12:00:...		YYYY-MM-DD hh:mm:ss	YYYY-MM-DD hh:mm:...	7		Quality/Technical Issue
1302479706	1	No Commit	7,000	0	7,000	1		2023-06-20:00:...	Pull In	YYYY-MM-DD hh:mm:ss	YYYY-MM-DD hh:mm:...	7	1234	ECN/MPN change

Purchase Orr	Supplier Cc	St	Line	Line Sta	Sc	Pt	Jabil F
0715570344	0000236789	A...	1	No Commit	1	1	3531F
0715567237	0000236789	A...	1	No Commit	1	1	V397
0715567238	0000236789	A...	1	No Commit	1	1	V397

# PO Cancellation Response

When a cancellation or partial cancellation request is received from Jabil, you must respond appropriately.

The buyer's cancellation request appears in the **Cancel Request (1)** column, with the **Quantity to Cancel (2)** and **Cancel Request Date (3)** shown in next columns.

**\*NOTE:** If the QTY To Cancel field is not visible in your list, please use the table editor **(4)** click on the gear icon, and open it. (Details on [slide 11](#)). This is a one-time action required only if you have previously saved a customized PO list view.

Please respond by choosing either **"Cancel Accepted"** or **"Cancel Rejected"** from the **drop-down menu (5)** in the Cancel Response Type field, then confirm your selection by clicking the **"Acknowledge" (6)** button.

You may update the QTY to cancel in field **(2)** before acknowledging BUT qty to cancel cannot be greater than original requested qty to cancel >> system will send error message in case of violation

Once the Cancel Accepted action is completed, **the system will automatically recalculate the Promise Quantity field (7)** :  $\text{New Promise Qty} = [\text{Original Promise Qty}] - [\text{Qty to Cancel}]$ .

If validation fails, the system will display one of the following error messages:

- If the supplier enters a quantity exceeding the requested cancellation quantity: "Qty to Cancel cannot be greater than Requested Qty to Cancel."
- If the New Promise Qty is negative: "After recalculations, new Promise Qty is negative - please correct approved Qty to Cancel."
- If the New Promise Qty exceeds the Open Qty: "After recalculations, new Promise Qty is greater than Open Qty - please correct approved Qty to Cancel."

Search Discrete Orders

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

Purchase Order No.	Line ID	Line State	Schedule ID	Confirmed Arrival D.	Promise Qty.	Cancel Request	Qty to Cancel	Cancel Request Date	Cancel Response	Cancel Response Date	Jabil Com
1302596089	1	Open	1	2025-09-30	500	Partial Cancel	350	2025-09-10:11:25:52			None
1302596087	1	Open	1	2025-11-25	500	Cancel	500	2025-09-10:11:25:51			None
1302596088	1	Open	1	2025-12-23	500	Cancel	500	2025-09-10:11:25:51			None

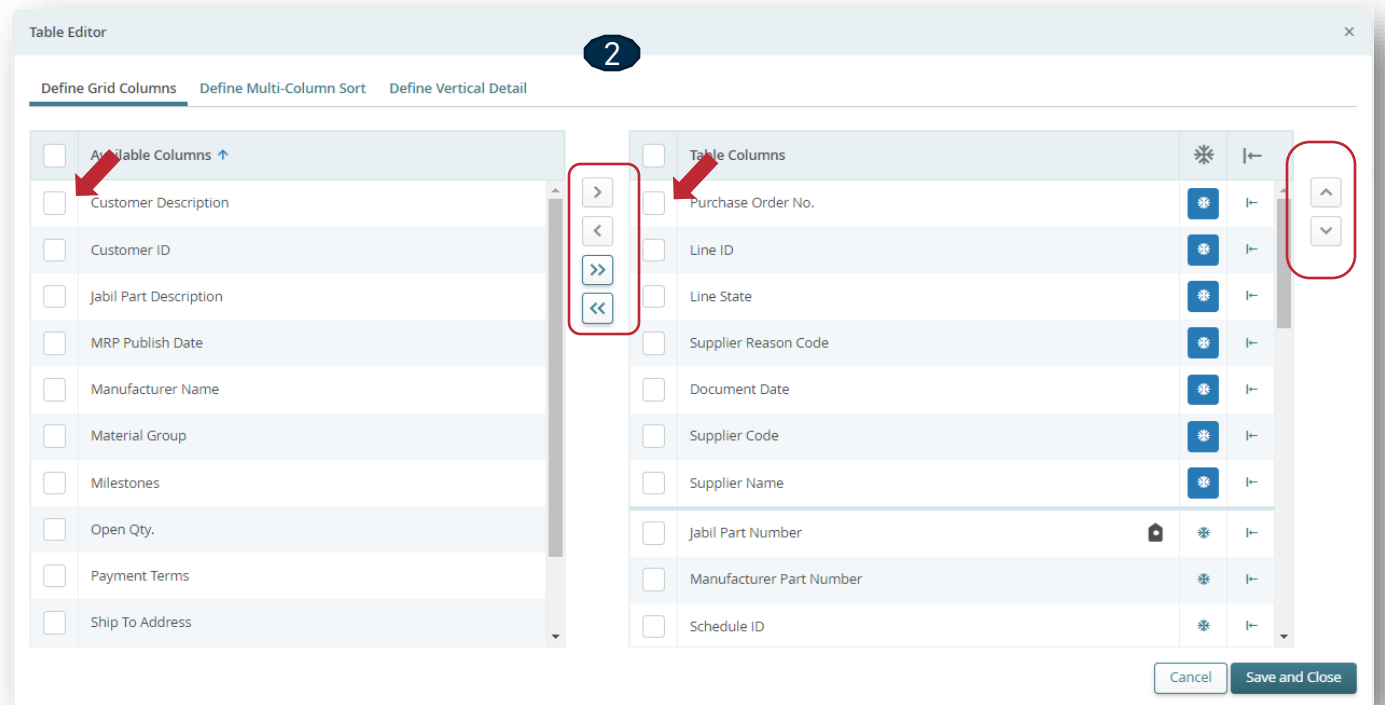
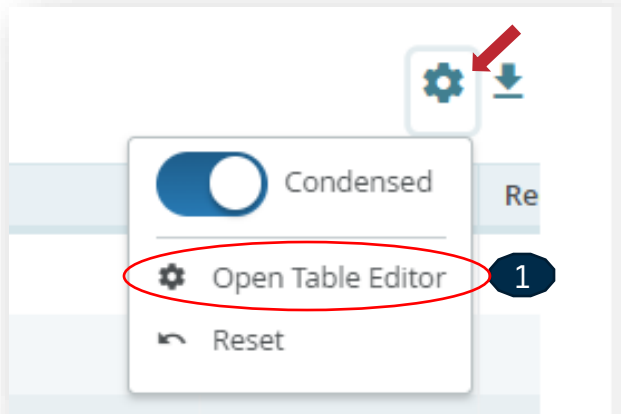
Buttons: Acknowledge (6), Edit Promises, No Commit, View History, Reset

Cancel Request Alert [gear icon (4)]

Cancel Response dropdown (5) options: Cancel Accepted, Cancel Rejected

# Working With Lists - Table Editor

Table Editor allows you to configure data fields displayed on a list and/or their sort order



Open the Table Editor (1) to display/hide additional fields.

To remove, add or reorder columns on your current page view, click the column **checkbox** next to selected line and then use the right/left or up/down arrow buttons (2)

There is also option to drag and pull the data up and down with the mouse

You can also move the columns left and right directly in the list page with same way

# New or Changed Forecast Alert

Both Excel & WEB LINK are available for Forecast checking.

In Excel you can download and see static Forecast for next 2 years.

In **WEB LINK (1)** you can see dynamic Forecast for extended horizon.

Long Tail New/Changed Forecast Alert DPO/长尾新的/更改的预测通知 - DPO [Ref:1eff1d87-3e64-47dd-a000-507b47b38a60]

mailer@services.e2open.com  
to me



Long Tail New/Changed Forecast Alert DPO  
长尾新的/更改的预测通知 - DPO

Supplier Partner,

Jabil Forecast data is now available for your review. To review items with new or changed forecast you may either review the [Link](#), or reply to this email with your forecast commit response in the fields in the attached Excel file.

Please follow below instructions and note that mandatory fields need to be checked and updated.

1. Commit Data Measure: please do not change: 'ConsumptionCommit' - only this is acceptable
2. Commit Quantity & Commit Date cannot be empty - please add available Quantity and Date information here

NOTE: in Excel attachment you can see FC data only next 2 years horizon  
For longer term FC information please use this Link and set up Calendar view based on your needs.

Please send your response back within 72 hours from the mail sent, after that the one time Token will be expired!

供应商小伙伴,

查看预测数据现在可供您查阅, 要查看新的或更改的预测, 您可以[点击链接](#)进行确认或在附件Excel中编辑并回复此电子邮件。

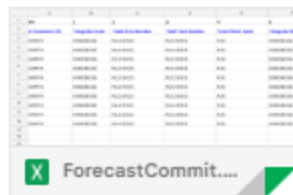
请按照以下说明填写, 并注意检查和更新必填项。

1. 承诺数据项: 请**不要更改**: '消耗承诺' - 只有这项是可以接受的
2. 承诺数量 & 承诺日期 不可以为空 - 请在此处添加可用数量和日期信息

注意: 您只可以在Excel附件中看到未来2年的预测数据  
对于更长远的预测信息, 请使用此链接并根据您的需要设置日历视图。

请在邮件发出后72小时内回复, 否则一次性通行证将过期!

One attachment • Scanned by Gmail



Long Tail New/Changed Forecast Alert JIT/长尾新的/更改的预测通知 - JIT [Ref:b7dab0c3-ec86-4138-b014-8ed9fc7faf50]

mailer@services.e2open.com  
to me



Long Tail New/Changed Forecast Alert JIT  
长尾新的/更改的预测通知 - JIT

Supplier Partner,

Jabil Forecast data is now available for your review. To review items with new or changed forecast you may either review the [Link](#), or reply to this email with your forecast commit response in the fields in the attached Excel file.

Please follow below instructions and note that mandatory fields need to be checked and updated.

1. Commit Data Measure:  
JIT Firm Lines: 'ConsumptionCommitSA' - please do not change - this is Confirmation against the FIRMED lines  
JIT Curr.Forecast Lines: 'ATPJIT' - please do not change - this is Confirmation against Forecast lines (available to promise)
2. Commit Quantity & Commit Date cannot be empty - please add available Quantity and Date information here

NOTE: in Excel attachment you can see FC data only next 2 years horizon  
For longer term FC information please use this Link and set up Calendar view based on your needs.

Please send your response back within 72 hours from the mail sent, after that the one time Token will be expired!

供应商小伙伴,

查看预测数据现在可供您查阅, 要查看新的或更改的预测, 您可以[点击链接](#)进行确认或在附件Excel中编辑并回复此电子邮件。

请按照以下说明填写, 并注意检查和更新必填项。

1. 承诺数据项:  
JIT固定项: '消耗承诺SA' - 请不要更改 > 这是对固定项的确认  
JIT预测项: 'ATPJIT' - 请不要更改 > 这是对预测项的确认 (可用的数量)
2. 承诺数量 & 承诺日期 不可以为空 - 请在此处添加可用数量和日期信息

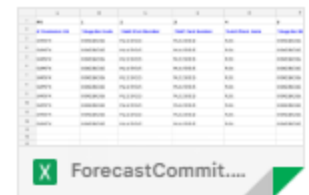
**\*\*JABIL CONFIDENTIAL INFORMATION\*\***

注意: 您只可以在Excel附件中看到未来2年的预测数据  
对于更长远的预测信息, 请使用此链接并根据您的需要设置日历视图。

请在邮件发出后72小时内回复, 否则一次性通行证将过期!

本电子信件的内容应被视为机密信息, 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。

One attachment • Scanned by Gmail



# Forecast Response | Discrete Orders | Web Link

- After clicking the link in the email Alert, it will take you to e2open simplified web version where you can see all Jabil Part Number Forecast/Planned PO data that Jabil Buyer released to you
- Open **PO quantity (2)** is scheduled in weekly buckets based on PO requested delivery date!

**Calendar**  
To change calendar date and view -> click the link (Monthly or QTR-ly view is available too)

**Click here to open Filter Menu**

	12/12/2022	12/19/2022	12/26/2022	01/02/2023	01/09/2023	01/16/2023	01/23/2023	01/30/2023	02/06/2023	02/13/2023	02/20/2023	02/27/2023	03/06/2023	03/13/2023	0	Sum Quantity
<b>Total</b>																
FCst Planned PO						100	300	700	350	900						135,350
FCst Prev Planned PO						100	300	700	350	900						135,350
FCst Chng Delta	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Supplier Commit																0
Supplier Previous Commit																0
Open PO	1,300	500			200	300	300									1,300
Netted Forecast	0	0	0	0	0	100	300	0	700	350	900	0	0	0	0	135,350
FCst Commit Delta						-100	-300	-700	-350	-900						
Cumulative Forecast						100	400	400	1,100	1,450	2,350	2,350	2,350	2,350		
Cumulative Previous Forecast						100	400	400	1,100	1,450	2,350	2,350	2,350	2,350		

- You can add FC/Planned PO commit data here (1)
- Click Open PO number to see open PO details (2) - past due PO data also including
- **Netted Forecast** = FC Planned PO - Open PO Post FC load (3) - dynamic field - provide real forecast visibility!
- **Past due demand** is consolidated always in the current week's Planned PO data (4)
- **TOTAL** is calculated based on full data, independently from the Calendar view set up on TOP! (5)
- **SUM Quantity**: includes all demand and PO data based on the Calendar view set up on TOP (6)

# Forecast Response | Schedule Agreement | Web Link

- After click the link in the email Alert, it will take you to the e2open simplified web version where you can see all Jabil Part Number Forecast/Firm SA data what Jabil Buyer released to you
- **FIRM JIT quantity (1)** is scheduled in weekly buckets based on requested delivery date

**Calendar**  
To change calendar date and view -> click the link (Monthly or QTR-ly view is available too)

**Click here to open Filter Menu**

	Total	12/12/2022	12/19/2022	12/26/2022	01/02/2023	01/09/2023	01/16/2023	01/23/2023	01/30/2023	02/06/2023	02/13/2023	02/20/2023	02/27/2023	03/06/2023	03/13/2023	Sum Quantity
Forecast JIT	0					100	100	100		200	300	500				177,300
Forecast JIT Prev						100	100	100		200	300	500				177,300
Firm JIT	800	100														100
Firm JIT Prev		100														100
Ship Commit																0
ATP JIT																5,000
Fcst Commit Delta JIT						-100	-100	-100		-200	-300	-500				-177,300
Cumulative Forecast JIT		100	200	300	300	500	800	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300

- **SHIP commit** please provide ship quantity confirmation here (2)
- **ATP JIT (Available to promise):** optionally you can share here your available on-hand inventory of material with Jabil (3)
- Click **FIRM JIT QTY** number to see Firm details (4) - past due PO data is also including
- **Past due demand** is consolidated always in the current week
- **TOTAL** is calculated based on full data, independently from the Calendar view set up on TOP! (5)
- **SUM Quantity:** includes all demand and PO data based on the Calendar view set up on TOP (6)

# Forecast Response | Discrete Orders | Excel

- Download and Open Excel Attachment from the email
- Follow the instructions below and note that mandatory fields in BLUE need to be checked and updated.
- **Commit Data Measure (1):** You can see Consumption Commit' – this is the ONLY acceptable option, please do not change it!
- **Commit qty & Commit Date (2):** cannot be empty – add available Quantity and Date information here
- You can exclude a line from your response to use the # character prefix in the **first field (3)** or delete the line from the file.
- **Note:** If you would like to send a new FC Commit during the same week, please provide a full commit (entering 0 on the previously entered buckets!)

#0	1	2	6	7	8	9	11	12	13	14	15
# *Customer ID	*Supplier Code	*Jabil Part Number	Forecast Data Measure	Forecast Quantity	Forecast Date	Forecast Flex String PIT 1	Manufacturing Part Number	*Commit Data Measure	*Commit Quantity	*Commit Date	Com
# SAPP	0000123466	TEST1234	ConsumptionForecast	2000	2022-11-14T00:00:00+0000	EA	TESTMPN456	ConsumptionCommit			EA
SAPP	0000123466	TEST1234	ConsumptionForecast	3000	2022-11-21T00:00:00+0000	EA	TESTMPN456	ConsumptionCommit			EA

# Forecast Response | Schedule Agreement | Excel

- Download and Open Excel Attachment from the email
- Follow the instructions below and note that mandatory fields in BLUE need to be checked and updated!
- Commit Data Measure: you can add against to:
  - **JIT FirmCurrForecast lines to ,ConsumptionCommitSA' (1)** – ONLY this is acceptable; please do not change!
  - **JIT Curr.Forecast Lines: ,ATPJIT'(2)** – ONLY this is acceptable; please do not change! (ATPJIT means – available to promise Just inTime)
  - **Commit qty & Commit Date (3)**: cannot be empty – please add available Quantity and Date information here
- You can exclude a line from your response to use the # character prefix in the **first field (4)** or delete the Line from the file
- **Note:** If you would like to send a new FC Commit during the same week, please provide a full commit by entering 0 on the previously entered buckets!

#0	1	2	3	4	5	6	7	12	13	14	15
#*Customer ID	*Supplier Cod	*Jabil Part Number	*SAP Part Number	*Jabil Plant Code	*Supplier Site Nar	Forecast Data Measur	Forecast Quanti	*Commit Data Measure	*Commit Quanti	*Commit Date	Co
# SAPRD	0000123466	TEST1234	TEST1234	XX01	TEST VENDOR	JITFirmCurrForecast	5000	ConsumptionCommitSA			
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# Next Steps

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Visit our Supplier Portal for more Information:

<https://jabil.com/supplier/supplier-collaboration.html>

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