

Email-based Suppliers

Email with Embedded Table



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 & donotreply@e2open.com

Please ensure you are not blocking these mail addresses!

| SYSTEM ALERTS | SYSTEM COMMUNICATION PERIOD | ALERT FREQUENCY AT SUPPLIER |
|---------------------------------|--|---|
| Summary of Discrete Order Lines | System release 4 times a day (1AM & 5AM / 1PM & 5PM UTC) based on Buyer approval | You will receive this Alert once per week , based on Buyer approval |
| Problem Summary Alert | | |
| Order De Commit Alert | System release once per day every 24 hours (starting at 00:00:00 UTC) | Automated Alert - 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 maximum twice per day (only if Jabil place new PO to you) |

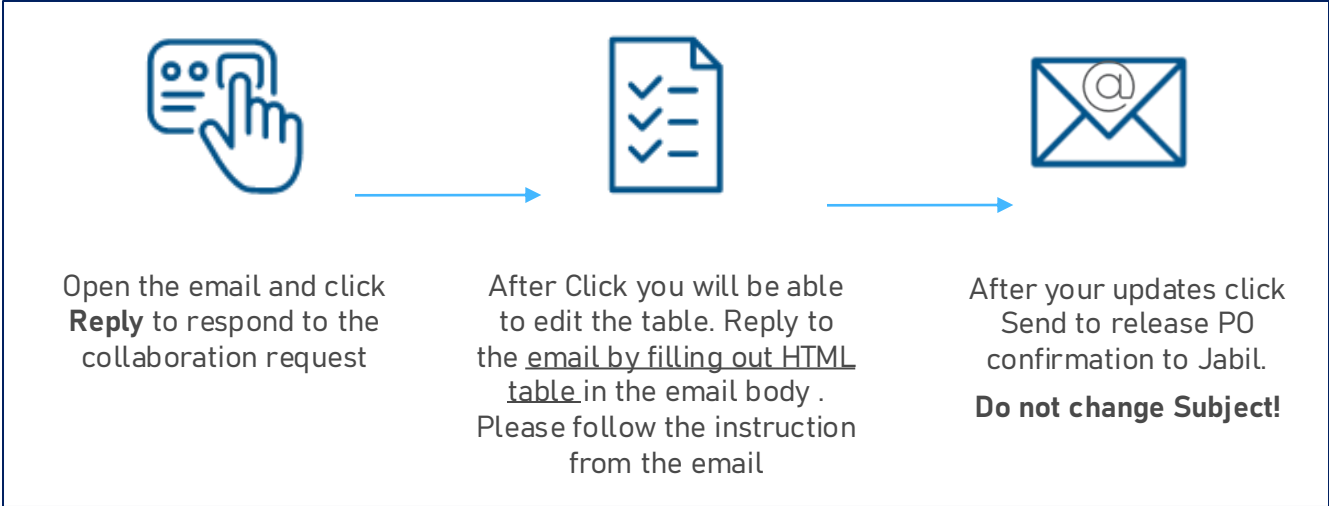
Supplier Notification

The supplier will receive a system email notification with an embedded HTML table about :

- New Purchase Orders
- Open PO Summary including PO Rescheduling and PO Cancellation requests
- Order De Commit

The supplier will be able to send a confirmation with a reply to the email by filling out the HTML table in the email body

After 336 hours one-time token will expire!



Response Options

| | |
|--------------------------|---|
| Discrete Purchase Orders | <ul style="list-style-type: none">• Acknowledge• Edit Promise• Split Commit• No Commit |
| Po Cancellation Request | <ul style="list-style-type: none">• Cancel Accepted• Cancel Rejected |

New/Summary Of Discrete Order Lines Alert

New Discrete Order Alert/新订单通知 [Ref:5c2a1e52-4d46-4677-87bc-c86e64cc039a] Inbox x

mailer@services.e2open.com
to me



New Discrete Order Alert
新订单通知

Supplier Partner,

Jabil has created new purchase orders to review and confirm. To review and provide confirmations, kindly reply to this email with your response in the fields in the table below based on below instructions!

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

PO CONFIRMATION PROCESS

- Promise qty and Confirmation date populate data here in these fields
- Ensure that **Promise qty = Open qty**
- Confirmed Arrival Date: If you cannot confirm it (**dock date at Jabil**), confirm the Ship Date.
Note: You do not need to populate both dates in the file! - as the system will handle that and will calculate the Arrival Date based on your provided ship date + Transit time information from the next field.
- Tracking Number: this information needs to be provided if it's available in 'Tracking number' column
- In case PO confirmation is not possible leave promise qty and date columns empty

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,

捷普给您下了新的采购订单, 请查看并确认, 点击查看并提供确认, 请根据以下说明在表格中填写并回复此邮件!
请注意检查和更新必填项。

| #Purchase Order No. | Line ID | Line State | Schedule ID | Schedule State | Supplier Code | Supplier Name | Jabil Part Number | Jabil Part Description | Manufacturer Part Number | Manufacturer Name | Request Qty. | Total Received Qty. (Line) | Open Qty. | Promise ID | Promise State | Promise Qty. | Unit Of Measure | Request Date | Rescheduling Message |
|---------------------|---------|------------|-------------|----------------|---------------|-----------------------|-------------------|------------------------|--------------------------|-------------------|--------------|----------------------------|-----------|------------|---------------|--------------|-----------------|--------------|----------------------|
| #订单编号 | 行编码 | 行状态 | 计划ID | 计划状态 | 供应商代码 | 供应商名字 | 捷普产品编号 | 捷普产品描述 | 制造商产品编号 | 制造商名称 | 需求数量 | 已收货数量 | 未清数量 | 承诺ID | 承诺状态 | 承诺数量 | 单位 | 需求日期 | 再计划消息 |
| 1302480460 | 1 | Open | 1 | Open | 0000260326 | Text Connections Inc. | ML1159313 | Part Description 1 | NPN71234 | JABIL | 700 | 0 | 700 | 1 | Unconfirmed | | EA | 2024-03-26 | |

Summary of Discrete Purchase Order Lines/订单项汇总通知 [Ref:fd83d58e-e9bc-4792-94ae-b0d2b126ed15] Inbox x

mailer@services.e2open.com
to me



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

Supplier Partner,

Jabil has created new purchase orders to review and confirm. To review and provide confirmations, kindly reply to this email with your response in the fields in the table below based on below instructions!

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

PO CONFIRMATION PROCESS

- Promise qty and Confirmation date populate data here in these fields
- Ensure that **Promise qty = Open qty**
- Confirmed Arrival Date: If you cannot confirm it (**dock date at Jabil**), confirm the Ship Date.
Note: You do not need to populate both dates in the file! - as the system will handle that and will calculate the Arrival Date based on your provided ship date + Transit time information from the next field.
- To delete old confirmation line (without replacement), please confirm "0" quantity
- Tracking Number: this information needs to be provided if it's available in 'Tracking number' column
- In case PO confirmation is not possible leave promise qty and date columns empty and choose Supplier Reason Code from DropDown List

| #Purchase Order No. | Line ID | Line State | Schedule ID | Schedule State | Supplier Code | Supplier Name | Jabil Part Number | Jabil Part Description | Manufacturer Part Number | Manufacturer Name | Request Qty. | Total Received Qty. (Line) | 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 | No Commit Reason Code | Cancel Request | Cancel Response | Jabil Comment | Supplier Comment | Ship To Site | Buyer Name | Payee Term |
|---------------------|---------|-----------------------|-------------|-----------------------|---------------|-----------------------|-------------------|------------------------|--------------------------|-------------------|--------------|----------------------------|-----------|------------|---------------|--------------|-----------------|--------------|----------------------|------------------------|---------------------|--------------|-----------------|-----------------------|----------------|-----------------|---------------------------|------------------|--------------|------------|------------|
| #订单编号 | 行编码 | 行状态 | 计划ID | 计划状态 | 供应商代码 | 供应商名字 | 捷普产品编号 | 捷普产品描述 | 制造商产品编号 | 制造商名称 | 需求数量 | 已收货数量 | 未清数量 | 承诺ID | 承诺状态 | 承诺数量 | 单位 | 需求日期 | 再计划消息 | 承诺到达日期 | 承诺发货日期 | 运输时间 | 运单号 | 不承诺理由 | 取消申请 | 取消原因 | 捷普的意见 | 供应商的意见 | 交货站点 | 采购员名字 | 付款条件 |
| 1302480390 | 1 | Accepted with Changes | 1 | Accepted with Changes | 0000260326 | Text Connections Inc. | ML1159314 | Part Description 2 | NPN05678 | JABIL | 10000 | 0 | 10000 | 1 | Confirmed | 3000 | EA | 2025-01-21 | | 2024-01-21 | | | | | | | Partial Commit, No Cancel | | PL01 | Test Buyer | ZB30 |
| 1302480392 | 1 | Accepted with Changes | 1 | Accepted with Changes | 0000260326 | Text Connections Inc. | ML1159314 | Part Description 2 | NPN05678 | JABIL | 10000 | 0 | 10000 | 1 | Confirmed | 10000 | EA | 2025-02-18 | | | | | | ECN/SPN change | | | No Cancel | | PL01 | Test Buyer | ZB30 |

New/Open Order Confirmation

- After clicking REPLY to the email, you can edit data in the embedded HTML table.
- You must respond to New and Open Discrete Orders (1). You will have the following options:
 - **Acknowledge PO (2)** with Promise qty and Confirmed Arrival date
 - **No Commit (3)** if you leave promise qty and date fields empty
- After **Acknowledging**, update the Promise Quantity and/or Confirmed Arrival Date/Confirmed Ship Date if needed and the Discrete Order State transitions into Accepted **OR** Accepted w/ Changes (in case promise qty and/or date is different from Jabil requested qty and date!)
- After you populate **No Commit**, Discrete Order status transitions into No Commit

| Line ID | Line State | Schedule ID | Schedule State | Supplier Code | Supplier Name | Jabil Part Number | Jabil Part Description | Manufacturer Part Number | Manufacturer Name | Request Qty. | Total Received Qty. (Line) | Open Qty. | Promise ID | Promise Qty. | Unit Of Measure | Request Date | Rescheduling Message | Confirmed Arrival Date | Confirmed Ship Date | Transit Time | Tracking Number | No Commit Reason Code | Cancel Request | Cancel Response | Jabil Comment | Supplier Comment |
|---------|------------|-------------|----------------|---------------|-----------------------|-------------------|------------------------|--------------------------|-------------------|--------------|----------------------------|-----------|------------|--------------|-----------------|--------------|----------------------|------------------------|---------------------|--------------|-----------------|-----------------------|----------------|-----------------|---------------|------------------|
| 1 | New | 1 | New | 0000260326 | Test Connections Inc. | ML1159313 | Part Description 1 | MPN1234 | TEST MFR. | 200 | 1650 | 50 | 1 | | EA | 2023-01-11 | | | | 7 | | | | | | Comment 1 |
| 1 | Open | 1 | Open | 0000260326 | Test Connections Inc. | ML1159313 | Part Description 1 | MPN1234 | TEST MFR. | 2000 | 217 | 1783 | 1 | 1700 | EA | 2023-01-24 | Pull In | 2023-09-11 | | 7 | | | | | | Comment 2 |

ACKNOWLEDGE



NO COMMIT



PO Acknowledge

- New and Open PO details are available in the table embedded into the email body text
- We need your feedback on every **PO and Schedule Line (1)** where the status is NEW (recently placed not yet accepted) or OPEN (Jabil made PO Change meanwhile)
- To accept a PO, populate the Promise qty and Confirmation date
- Ensure that Promise qty = **Open qty (2)** (Less qty confirmation is allowed but overcommit is not allowed!)
- **Arrival Date (3):** If you cannot confirm it (dock date at Jabil), confirm the **Ship Date (4)**
- **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 as the system will calculate the Arrival Date based on your provided ship date + **Transit time (5)** information from the next field.
- **Tracking Number (6):** if the PO is shipped you can provide the tracking number in this column
- You can share any further note or message with Jabil in the **Supplier Comment (7)** column in the table
- Please send your response back within 336 hours of the mail sent, after that the one-time Token will expire!

| #Purchase Order No. | Line ID | Line State | Schedule ID | Schedule State | Supplier Code | Supplier Name | Jabil Part Number | Jabil Part Description | Manufacturer Part Number | Manufacturer Name | Request Qty. | Total Received Qty. (Line) | Open Qty. (2) | Promise ID | Promise Qty. (2) | Unit Of Measure | Request Date | Rescheduling Message | Confirmed Arrival Date (3) | Confirmed Ship Date (4) | Transit Time (5) | Tracking Number (6) | No Commit Reason Code | Cancel Request | Cancel Response | Jabil Comment | Supplier Comment (7) | Ship To Site | Buyer Name |
|---------------------|---------|------------|-------------|----------------|---------------|-----------------------|-------------------|------------------------|--------------------------|-------------------|--------------|----------------------------|---------------|------------|------------------|-----------------|--------------|----------------------|----------------------------|-------------------------|------------------|---------------------|-----------------------|----------------|-----------------|---------------|----------------------|--------------|------------|
| 1302477797 | 1 | New | 1 | New | 0000260326 | Test Connections Inc. | ML1159313 | Part Description 1 | MPN1234 | TEST MFR | 200 | 1650 | 50 | 1 | | EA | 2023-01-11 | | | | 7 | | | | | | Comment 1 | PL01 | Test Buyer |
| 1302477798 | 1 | Open | 1 | Open | 0000260326 | Test Connections Inc. | ML1159313 | Part Description 1 | MPN1234 | TEST MFR | 2000 | 217 | 1783 | 1 | 1700 | EA | 2023-01-24 | Pull In | 2023-09-11 | | 7 | | | Cancel | | | Comment 2 | PL01 | Test Buyer |

No Commit

- In case of PO confirmation is not possible, leave the **Promise qty and Confirmed date (1)** fields empty, and share **No Commit Reason Code (2)**
- After you populate **No Commit**, Discrete Order State transitions into No Commit
- Please send your response back within 336 hours of the mail sent, after that the one-time Token will expire!

1

2

| #Purchase Order No. | Line ID | Line State | Schedule ID | Schedule State | Supplier Code | Supplier Name | Jabil Part Number | Jabil Part Description | Manufacturer Part Number | Manufacturer Name | Request Qty. | Total Received Qty. (Line) | Open Qty. | Promise ID | Promise Qty. | Unit Of Measure | Request Date | Rescheduling Message | Confirmed Arrival Date | Confirmed Ship Date | Transit Time | Tracking Number | No Commit Reason Code | Cancel Request | Cancel Response | Jabil Comment | Supplier Comment | Ship To Site | Buyer Name | Payment Terms | Price Basis | Unit Price | Currency |
|---------------------|---------|------------|-------------|----------------|---------------|-----------------------|-------------------|------------------------|--------------------------|-------------------|--------------|----------------------------|-----------|------------|--------------|-----------------|--------------|----------------------|------------------------|---------------------|--------------|-----------------|-----------------------|----------------|-----------------|---------------|------------------|--------------|------------|---------------|-------------|------------|----------|
| 1302477797 | 1 | New | 1 | New | 0000260326 | Test Connections Inc. | ML1159313 | Part Description 1 | MPN1234 | TEST MFR | 200 | 1650 | 50 | 1 | | EA | 2023-01-11 | | | | 7 | | | | | Comment 1 | PL01 | Test Buyer | ZE30 | 1 | 0.1 | USD | |

PO Cancel Response

- Jabil PO Cancel requests are available in the embedded table in the email text kindly reply to this email with your response in the fields in the table.
- In the case of a PO Cancel Request published by Jabil the Line and **Schedule status (1)** changed to OPEN and the **Cancel Request (2)** field is = ,Cancel' or ,Partial Cancel'
- The **Qty to Cancel (3)** field indicates the quantity that Jabil requested and Supplier accepted to cancel is editable, but cannot be higher than the requested quantity to cancel
- Cancel Response Type (3):** Please type 'Cancel Accepted or Cancel Rejected' comment
- In case of Cancel Rejection, publish **Promise qty (4)** and **Promise date (5)** information
- If a partial cancel is accepted, please also enter the remaining **Promise qty (4)** and **Promise date (5)**. **The sum of cancel qty and promise qty must not exceed the Open qty (6).**
- In case of full PO QTY is approved to cancel, please leave promise qty blank.
- During data upload, The system will verify that the recalculated promise quantity is zero or positive and does not exceed the Open Quantity. If the validation fails, an error notification will be issued.
- You can send notes or messages to Jabil in the **Supplier Comment column (7)**
- *NOTE: Do not provide a Cancel Response against a PO schedule line or promise line if there is no Cancel Request!

| #Purchase Order No. | Line ID | Line State | Schedule ID | Schedule State | Supplier Code | Supplier Name | Jabil Part Number | Jabil Part Description | Manufacturer Part Number | Manufacturer Name | Media Code | Request Qty. | Total Received Qty. (Line) | 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 | No Commit Reason Code | Cancel Request | Qty to Cancel | Cancel Response | Jabil Comment | Supplier Comment |
|---------------------|---------|------------|-------------|----------------|---------------|-----------------------|-------------------|----------------------------|------------------------------------|-------------------|------------|--------------|----------------------------|-----------|------------|---------------|--------------|-----------------|--------------|----------------------|------------------------|---------------------|--------------|-----------------|-----------------------|----------------|-----------------|-----------------|-------------------------|------------------|
| #订单编号 | 行编码 | 行状态 | 计划ID | 计划状态 | 供应商代码 | 供应商名字 | 捷普产品编号 | 捷普产品描述 | 制造商产品编号 | 制造商名称 | 需求数量 | 已收货数量 | 未清数量 | 承诺ID | 承诺状态 | 承诺数量 | 单位 | 需求日期 | 再计划消息 | 承诺到达日期 | 承诺发货日期 | 运输时间 | 运单号 | 不承诺理由 | 撤单申请 | 撤单回复 | 捷普的意见 | 供应商的意见 | 交货站点 | 采购员名字 |
| 1302595757 | 1 | Open | | Open | 0000260326 | Test Connections Inc. | HB1159313 | PartDescriptionTest1234 | MANUFACTURER PART NUMBER TEST CODE | JABIL | REEL | 110 | 0 | 110 | 1 | Confirmed | 110 | EA | 2025-10-21 | | 2025-10-21 | 7 | | | Cancel | 110 | Cancel Rejected | | | |
| 1302595757 | 2 | Open | | Open | 0000260326 | Test Connections Inc. | HB1159316 | PartDescriptionTest5123124 | MANUFACTURER PART NUMBER TEST CODE | JABIL | REEL | 60 | 0 | 60 | 1 | Unconfirmed | 40 | EA | 2025-10-21 | | 2025-10-21 | 7 | | | Partial Cancel | 20 | Cancel Accepted | | Partial cancel accepted | |
| 1302596089 | 1 | Open | | Open | 0000260326 | Test Connections Inc. | HB1159313 | PartDescriptionTest1234 | MANUFACTURER PART NUMBER TEST CODE | JABIL | REEL | 500 | 0 | 500 | 1 | Unconfirmed | | EA | 2025-09-30 | | | 7 | | | Partial Cancel | 350 | Cancel Accepted | | | |

Next Steps

Visit our Supplier Portal for more Information:

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

JABIL

**MADE POSSIBLE.
MADE BETTER.**

