

GLO - Supplier Instructions: Shipment Booking Details

These instructions explain how suppliers must share Shipment Booking details in the Global Logistics Orchestration (GLO) portal during the booking process.

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When Vendor Booking Is Required?

Suppliers receive a "Vendor Booking Required" email alert when a shipment is ready to be booked. The alert is triggered based on the PO requested delivery date or confirmed arrival date, considering transit time plus 5 days preparation time.

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How do I access the Vendor Booking?

Open the Vendor Booking Required email alert. Click the LINK provided in the email (valid for 14 days). You will be redirected to the e2open / GLO portal and the relevant PO list. **Only UI option is available.**

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How do I create the Vendor Booking?

Select one or more Purchase Orders. Multiple POs can be booked together only if the Ship-To address is the same. Click "Create Vendor Booking". Mandatory fields are marked with an asterisk (*) in the system.

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What header information do I need to provide?

Suppliers must complete: Ship Date, Transaction Mode, Declaration Required, Incoterms (if incorrect), and Supplier Shipment Reference (optional but recommended).

Ship Date	Mandatory	Click on calendar icon and select date when shipment will be ready for pick up.
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Transaction Mode	Optional Select from drop down list	International Trade: The exchange of goods and services between countries, usually requiring export/import clearance except for samples or low-value items. Domestic Trade: Transactions within a single country without customs declarations. Bonded Trade: Exporters and importers can defer or avoid duties and taxes until goods are released domestically or re-exported.
Declaration Required	Optional Select (Yes / No)	Indicate whether an export license is needed from the origin. If YES, specify the location in the next field.
Incoterms	Auto publish Verify or correct	Auto publish from the PO but editable if needed.
Supplier Shipment reference	Optional	You can enter your internal shipment booking reference for future tracking.



What parties and routing data do I need?

Provide Pickup Location (mandatory) and Place of Delivery. Click "Calculate" to validate routing against the Routing Guide.

Pickup Location	Mandatory Type ahead field Select or create	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.
Parties & Routing	Auto publish Verify or correct	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.

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What transport and packing details do I need?

Select Freight Forwarder and Transport Mode (parcel booking not allowed). Enter Packing Comment with package details and Chargeable Weight in kilograms.

Freight Forwarder selected	Mandatory Type ahead field Select	Results will display as the user begins typing. Both the FF SCAC code (party ID) and the FF name (party Name) are included. Always verify the accuracy of the FF name and select the correct code for each transport mode if the FF uses different codes depending on the mode of transportation.
Transport Mode	Mandatory Selected from drop down list	Road, Ocean, Air, FCL Parcel booking should be done outside of GLO and you can share only tracking number with that mode.
Packing Comment	Mandatory Free text	Provide detailed packing information: Including the number and the type of each package, and its weight and measurements. In case of Ocean/FCL mode include container type and size information as well! Same data that the forwarder receives in the Packing List document
Chargeable Weight	Mandatory entered (KGS)	Calculate proper chargeable weight and enter it in kilograms (KGS)

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How do I complete the line item details for each PO line?

For each PO line: confirm booked quantity (not exceeding open quantity), packaging type, DG flag, service level, and update HS Code or battery indicators if applicable.

PO Number	Auto Publish	No action.
Commodity	Optional	Free text.

Booked quantity	<p>Auto publish</p> <p>Verify or edit</p>	The quantity is auto-filled from PO/Open Quantity but can be adjusted if the supplier ships less than the PO Open Quantity. Booking more than the PO Open Quantity isn't allowed. Suppliers should also account for any in-transit quantity when editing booking quantities.
Packaging type	<p>Optional</p> <p>Select from drop down</p>	You can share here the outer packing information, pallets with type and size, or boxes.
Dangerous Goods	<p>Mandatory</p> <p>Dangerous Goods flag set correctly</p>	YES or NO > Select YES if the materials are hazardous. This case MSDS document needs to be uploaded at the end of the booking process.
Service Level	<p>Mandatory</p> <p>Service Level selected</p>	Options: 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)
HS Code	<p>Optional</p>	Initially filled with 000000, but can be modified by the user.
Stackable Allowed:	<p>Optional</p> <p>Select from list</p>	Options are YES or NO
Battery Included	<p>Optional</p> <p>Select from list</p>	Options are YES or NO
Invoice number	<p>Optional</p>	Supplier can type if available
ECCN Number	<p>Optional</p>	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.
Cargo Type:	<p>Optional</p> <p>Select from drop down list</p>	Users select from a predefined list: <ul style="list-style-type: none"> • Raw Material • Equipment • Tooling • Sample • Other

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How do I validate the routing guide?

Click "Calculate" to compare selections with the Routing Guide. Non-compliant bookings can proceed but may require buyer approval

Validation	Routing Guide (RG) validated using Calculate button	<ul style="list-style-type: none"> Expected Transport mode, FF name and service level will appear after click calculate button. You can update booking accordingly to meet the RG requirements.
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How do I submit and attach documents?

Click "Create Shipment". Open the Booking ID, navigate to Documents, and upload CI, PL, and MSDS (if DG). Select "Save & Validate" to complete submission.

Commercial Invoice (CI)	<p>Mandatory</p> <p>Uploaded in UI or email attachment</p>	<p>Portal Users can upload at the end of the Vendor Booking process – check the process guide for details.</p> <p>Email Users will be notified by system alert and they can attach the necessary documents to their reply to ensure upload.</p>
Packing List (PL)	<p>Mandatory</p> <p>Uploaded in UI or email attachment</p>	<p>Portal Users can upload at the end of the Vendor Booking process – check the user guide for details.</p> <p>Email Users will be notified by system alert and they can attach the necessary documents to their reply to ensure upload.</p>
MSDS (Material Safety Data Sheet)	<p>Mandatory</p> <p>Uploaded in UI or email attachment (if DG shipment)</p>	<p>Portal Users can upload at the end of the Vendor Booking process – check the user guide for details.</p> <p>Email Users will be notified by system alert and they can attach the necessary documents to their reply to ensure upload.</p>

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Special Case - How do I create a booking outside GLO? (Parcel)

Parcel shipments cannot be booked in GLO. Suppliers must enter Tracking Number, select Carrier (FDE-PARCEL, DHLS-PARCEL, or UPSN-PARCEL), choose Transport Mode = PARCEL, and acknowledge.

Tracking data update in PO list	<ol style="list-style-type: none">1. Enter Tracking Number2. Select Carrier: (FDE-PARCEL, DHLS-PARCEL, or UPSN-PARCEL)3. Choose Transport Mode = PARCEL	<p>Portal Users can upload tracking number, transport mode = Parcel and select Carrier in UI – PO line.</p> <p>Email Users can add the same information in Excel attachment from email alert (Vendor Booking required).</p> <p>Both Users can upload the data in the weekly Open Order Summary as well to each PO line where available.</p>
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Important Rules!

Vendor Bookings can be updated until Planned status. Confirmed, Planned, Shipped, or Arrived bookings cannot be canceled. Incomplete or incorrect data may delay shipments.