

E2OPEN - GLO - QUICK GUIDE

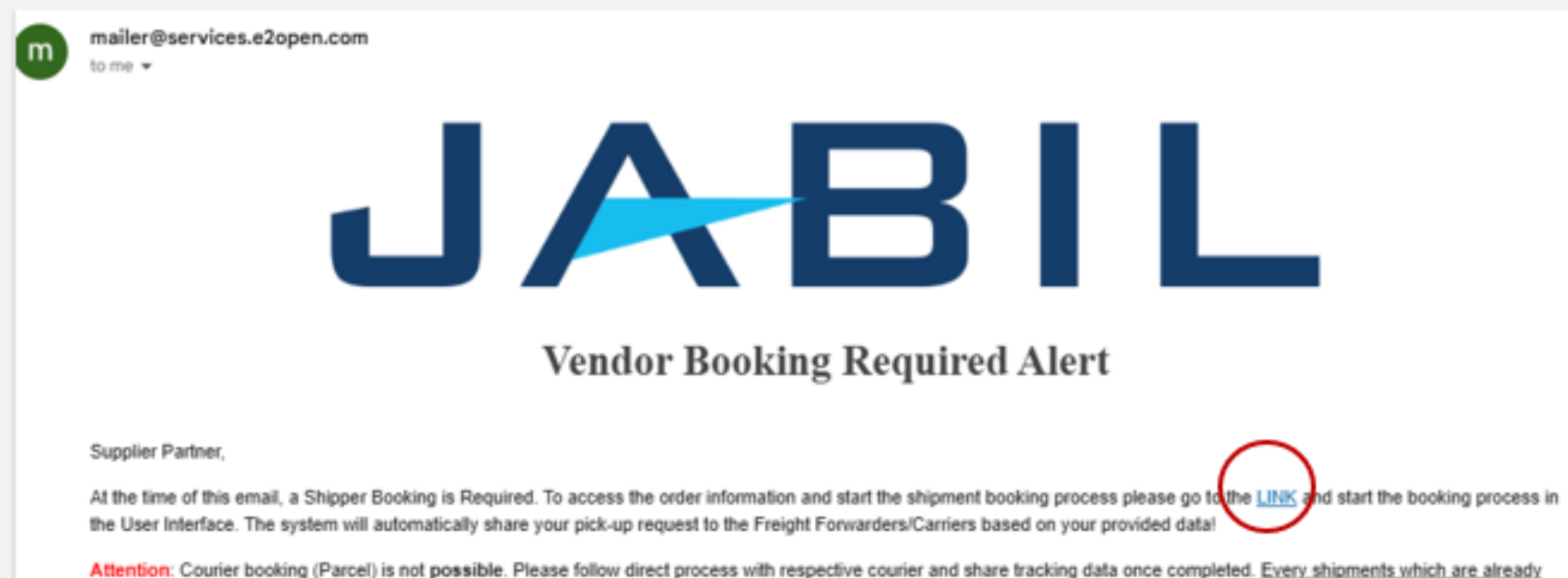
This guide covers how to book shipments and request pickups in the Global Logistics Orchestration (GLO) system.

HOW TO BOOK A SHIPMENT - EMAIL USERS

1

OPEN PO LIST

Click the link in the received email for PO details



2

SHARE DETAILS

Provide shipment details information in UI

1. Ship date
2. Pick up location - Save your all address with ID for future use
3. Place of Delivery > mapping from the PO but change is possible
4. FF/Carrier name, type ahead field, select from the list
5. Transport way select from the list
6. Service Level select from the list
7. Packing details (free text)
8. Chargeable Weight (KGS)

3

VALIDATE ROUTING

Click "Calculate" to see expected carriers and transport mode

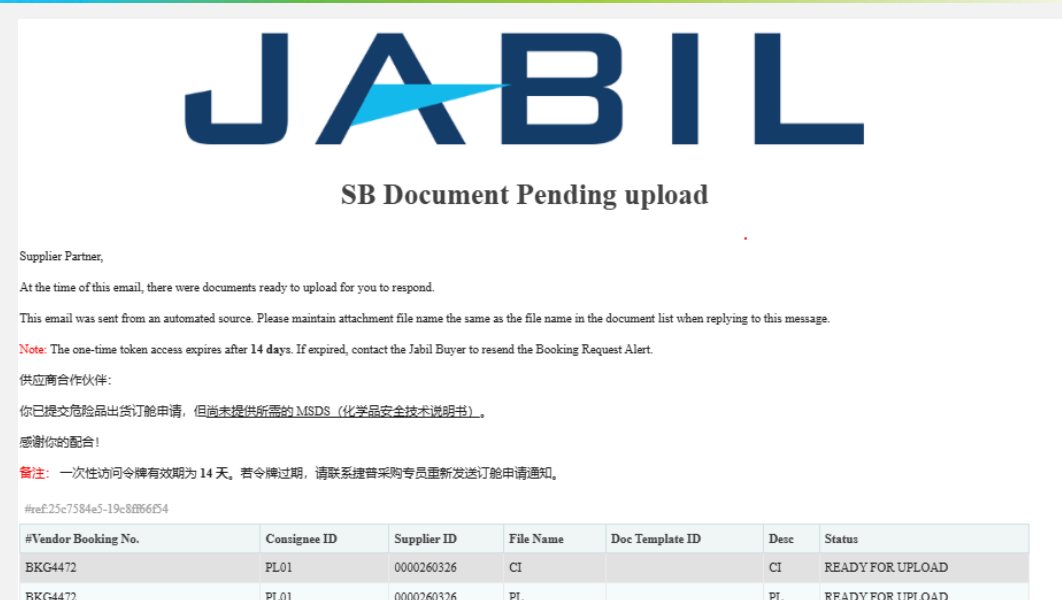
Vendor Booking Line ID	Purchase Order	Purchase	Jabil Part Number	Job	Material Group	Commodity	Unit Of Meas	Booked Qty	Ns. Of Packages	Packaging Type	Dlg Flag	MPN Number	Expected FF/Carrier	Expected Transport Mode	Expected Service Level	Service Level
1	1302590249	1	HB1159316	P.	JABL		EA	210	2	Pallet Wooden	Yes	MANUFACTURE...	KHNU	OCEAN		Standard
1	1302590249	1	HB1159316	P.	JABL		EA	220	20	Boxes	Yes	MANUFACTURE...	KHNU	OCEAN		Standard

1. Click "Calculate" to see expected FF/Carrier and transport mode based on provided shipment data
2. Update FF/Carrier and transport mode data to meet Jabil RG
3. Save

4

SHIPPING DOCUMENTS

Upload documents and save



1. After booking, the system sends a 'Submit Documents Pending Upload Alert.'
2. An email table lists missing mandatory documents.
3. To finalize your shipment booking, reply to the email with the specified documents.
4. Ensure document names match those in the 'File Name' column exactly.

