

Document Name	TMS-59U-Uploading Shipping documents from the supplier portal
Version	
Document Generation Date	03/23/2022
Date Modified	
Last Changed by	Eric Hogle
Status	Complete
Approved By	Wes Smith

Table of Contents

1.0 PURPOSE..... 1

2.0 SCOPE..... 1

3.0 RESPONSIBILITY ..... 1

4.0 PRE-REQUISITE ..... 2

    4.1 TMS-40U-Supplier Instruction

5.0 PROCEDURE ..... 2

    5.1 Login into MG..... 2

    5.2 Instructions for Uploading Shipping Documents ..... 3

**1.0 PURPOSE**

To identify, establish, and document the current procedures to upload shipping documents into TMS.

**2.0 SCOPE**

This procedure encompasses all Jabil Suppliers involved in the Inbound shipping process.

**3.0 RESPONSIBILITY**

The Senior Solutions Manager shall be responsible for Implementation and adherence of processes or work instructions as they pertain to the Jabil TMS System.

The TMS Business Owner or their designee shall be responsible for approval and maintenance of TMS processes and/or procedures.

The TMS Business Owner or their designee shall be responsible for ensuring that all employees involved with this procedure receive proper training towards this documented procedure.

## 4.0 PRE-REQUISITE

4.1 TMS-40U-Supplier Instruction is a prerequisite for this document.

## 5.0 PROCEDURE

### 5.1 Login into MG

Purchase order portlet is a window in Mercury Gate TMS that allows users- typically representing suppliers with their own logins- to route shipments that fulfill purchase orders created in the system by TMS clients.

External users representing suppliers have restricted visibility in the TMS system and can view only the orders that are owned by their own company and related family companies.

#### STG environment -

<https://qa-jabil.mercurygate.net/MercuryGate/login/spLogin.jsp?Timeout=True>

#### PRD environment -

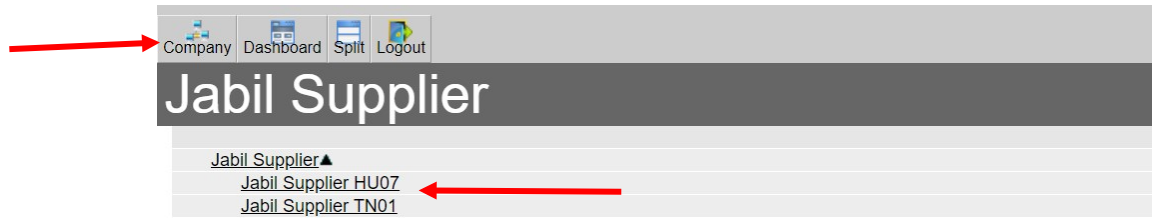
<https://jabil.mercurygate.net/MercuryGate/login/spLogin.jsp?Timeout=True>

Login ID and Password will be provided by **Global Logistic Team or Jabil IT**

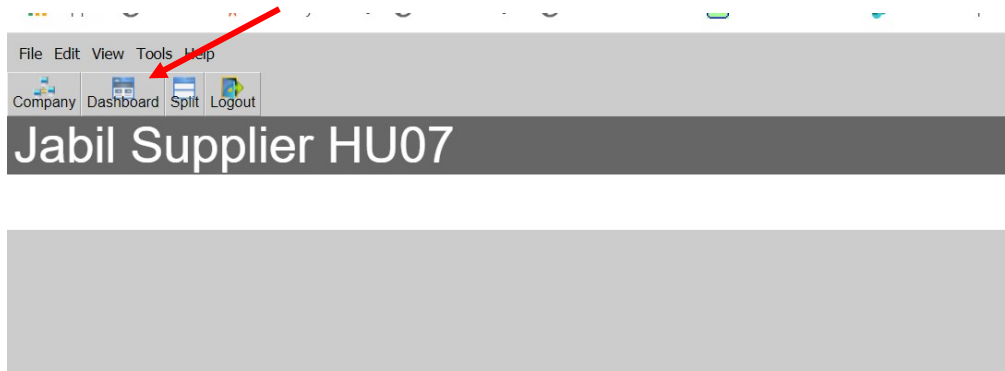


The image shows the Jabil login interface. At the top is the JABIL logo in blue with a green swoosh. Below the logo are two input fields: "Login ID:" and "Password:". Under the password field is a checkbox labeled "Remember Me". Below the checkbox is a "Sign In" button. At the bottom is a link for "Forgot Password?".

Navigate to the specific supplier level by selecting the Company option and scrolling down to the appropriate Jabil site level. Below is an example of site location codes (HU07 and TN01). Each Jabil site will have a location code alongside the city the site is located in. Make sure you navigate to the correct Jabil site when creating the inbound shipment for that site.

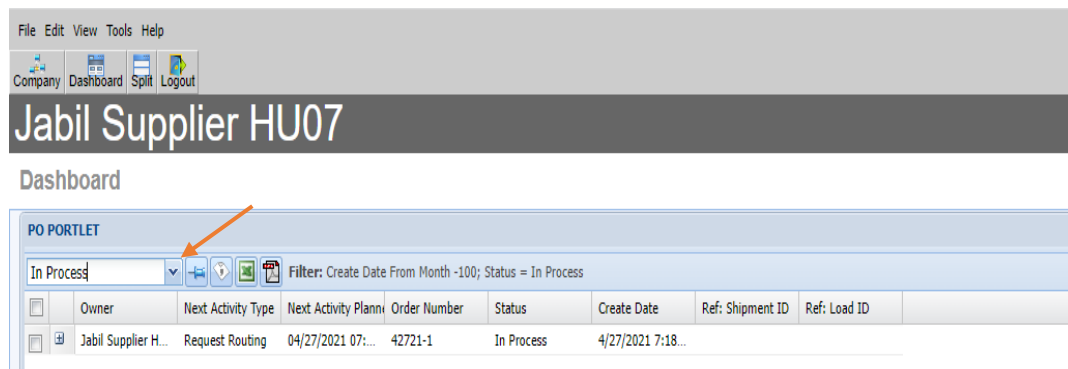


Next, select the dashboard option on the toolbar and that will take you to the PO portlet where you can view your purchase orders.

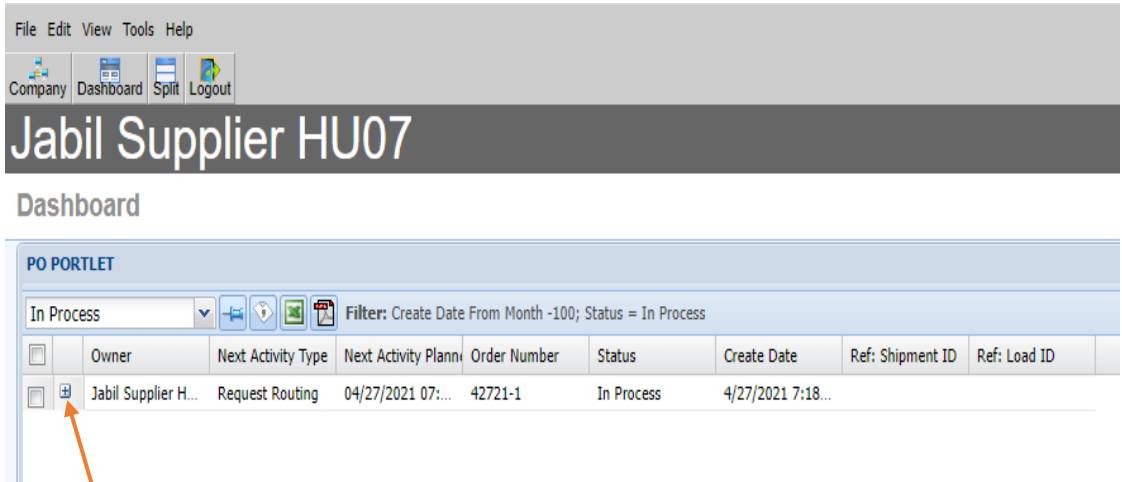


**5.2 Instructions for Uploading Shipping Documents**

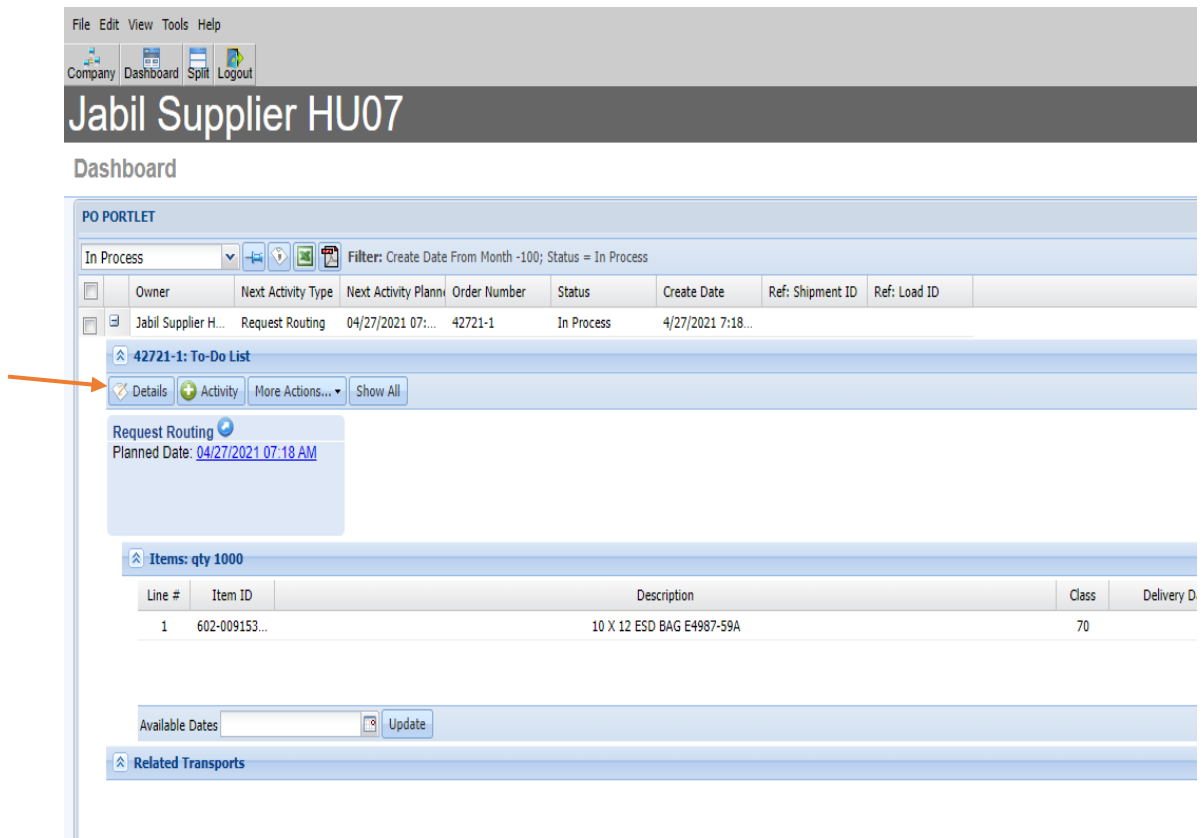
1. User will be located at Supplier level where all Purchase Orders will be visible
2. Select the drop-down menu and select “In Process”. This will show you all POs that are in process.



3. Select the plus sign on the line that corresponds to the PO you would like to upload the shipping documents to. The PO number will be under the “Order Number” column.



4. After expanding that order’s information, select details.



5. After selecting the details screen you will see the following screen:

Purchase Order Details									
Order Number		42721-1							
Status		In Process							
Need to Investigate		no							
+ Order Type									
+ Payment Terms		Prepaid							
+ Required Services		No Required Services.							
<u>SHIPPER/CONSIGNOR (FROM)</u>			<u>CONSIGNEE (TO)</u>				<u>BILL TO</u>		
Jabil Supplier 123 Test St Tampa FL 33629 US Contact : Shipping Contact Type: Phone : <u>123-456-7890</u> Fax : Email :			Jabil Circuit Hungary Ltd Huszar Andor ut. 1 Tiszaujvaros BU 3580 HU Contact : Shipping Team Contact Type: Phone : +3649548659 Fax : Email : tis_traffic@jabil.com				Jabil Circuit Hungary Ltd Huszar Andor ut. 1 Tiszaujvaros BU 3580 HU Contact : Shipping Team Contact Type: Phone : +3649548659 Fax : Email : tis_traffic@jabil.com		
Requested Shipping Dates 04/27/2021 8:00 AM - 05/03/2021 5:00 PM					Requested Delivery Dates 04/28/2021 8:00 AM - 05/03/2021 5:00 PM				
Shipments									
	Shipment	Status	Loads	Total Qty	Total Wgt	Origin	Destination	Pickup	Delivery
	<u>SN29443</u>	Pending		1000.0	0 lb	Jabil Supplier, Tampa, FL	Jabil Circuit Hungary Ltd, Tiszaujvaros, BU	04/27/2021 - 05/03/2021	04/28/2021 - 05/03/2021

6. Select the underlined shipment that starts with “SN”.

Purchase Order Details									
Order Number		42721-1							
Status		In Process							
Need to Investigate		no							
+ Order Type									
+ Payment Terms		Prepaid							
+ Required Services		No Required Services.							
<u>SHIPPER/CONSIGNOR (FROM)</u>			<u>CONSIGNEE (TO)</u>				<u>BILL TO</u>		
Jabil Supplier 123 Test St Tampa FL 33629 US Contact : Shipping Contact Type: Phone : <u>123-456-7890</u> Fax : Email :			Jabil Circuit Hungary Ltd Huszar Andor ut. 1 Tiszaujvaros BU 3580 HU Contact : Shipping Team Contact Type: Phone : +3649548659 Fax : Email : tis_traffic@jabil.com				Jabil Circuit Hungary Ltd Huszar Andor ut. 1 Tiszaujvaros BU 3580 HU Contact : Shipping Team Contact Type: Phone : +3649548659 Fax : Email : tis_traffic@jabil.com		
Requested Shipping Dates 04/27/2021 8:00 AM - 05/03/2021 5:00 PM					Requested Delivery Dates 04/28/2021 8:00 AM - 05/03/2021 5:00 PM				
Shipments									
	Shipment	Status	Loads	Total Qty	Total Wgt	Origin	Destination	Pickup	Delivery
	<u>SN29443</u>	Pending		1000.0	0 lb	Jabil Supplier, Tampa, FL	Jabil Circuit Hungary Ltd, Tiszaujvaros, BU	04/27/2021 - 05/03/2021	04/28/2021 - 05/03/2021

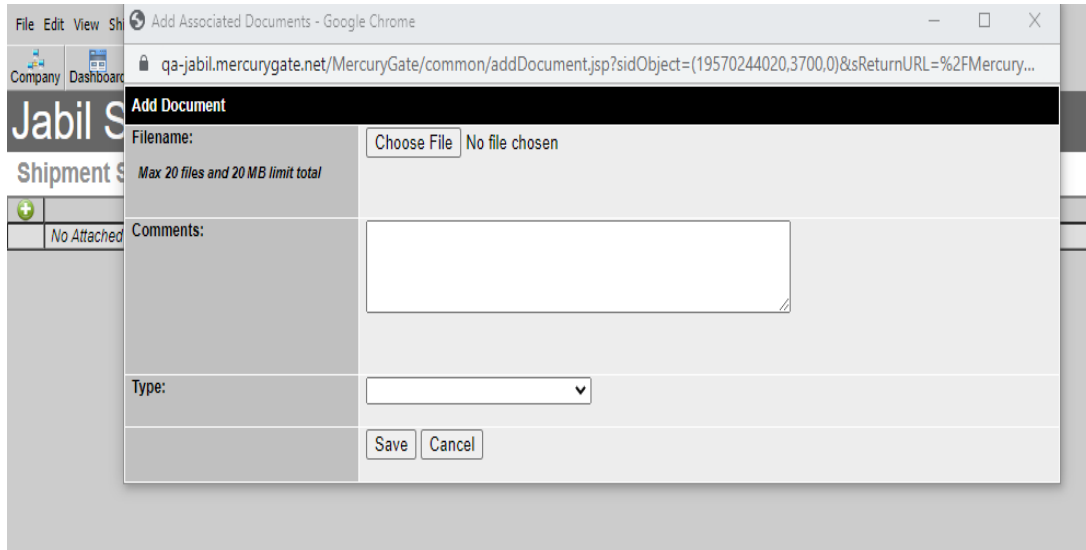
7. Hover over shipment at the top of the screen. Then hover over attachments and select documents.

The screenshot shows the Jabil Transportation Management System interface. At the top, there is a menu bar with 'File', 'Edit', 'View', 'Shipment', 'Documents', 'Tools', and 'Help'. Below the menu bar, the 'Shipment' tab is active, and a dropdown menu is open. The dropdown menu has 'Attachments' selected, which has opened a sub-menu with 'Documents' and 'Notes' options. The main interface displays shipment details for 'HU07'. The 'SHIPPER' section shows 'Jabil Supplier' with address '123 Test St, Tampa FL 33629 US' and contact '123-456-7890'. The 'CONSIGNEE (TO)' section shows 'Jabil Circuit Hungary Ltd' with address 'Tiszaujvaros BU 3580 HU' and contact '+3649548659'. Below these sections, there are fields for 'Linear Feet: 0.0' and 'Pallet: 0.0'. The 'Loads' section is empty. The 'References' section shows a table with columns 'Owner' and 'Reference', containing entries for '42721-1'. The 'Ship Units' section shows a table with columns 'Ship Unit ID', 'Seq', 'Handling Unit', 'Contained In', 'Owner', 'Description', 'Class', 'NMFC', 'STCC', 'Ordered Pieces', 'Ordered UOM', and 'Plt'.

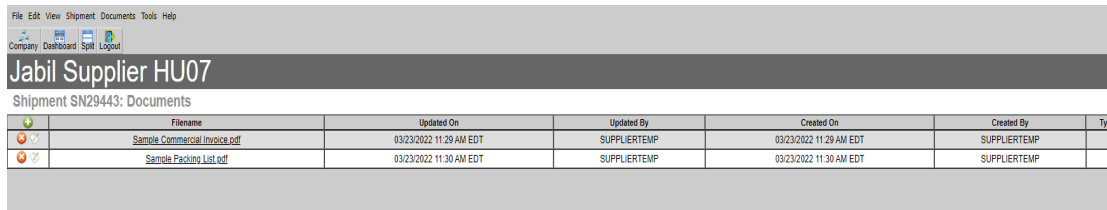
8. Select the plus sign next to filename.

The screenshot shows the 'Documents' section for shipment SN29443. The interface has a menu bar with 'File', 'Edit', 'View', 'Shipment', 'Documents', 'Tools', and 'Help'. Below the menu bar, there are icons for 'Company', 'Dashboard', 'Split', and 'Logout'. The main header displays 'Jabil Supplier HU07' and 'Shipment SN29443: Documents'. Below this, there is a table with columns 'Filename', 'Updated On', and 'Upd'. The table contains one row with the text 'No Attached Documents.' An orange arrow points to a plus sign icon next to the 'Filename' column header.

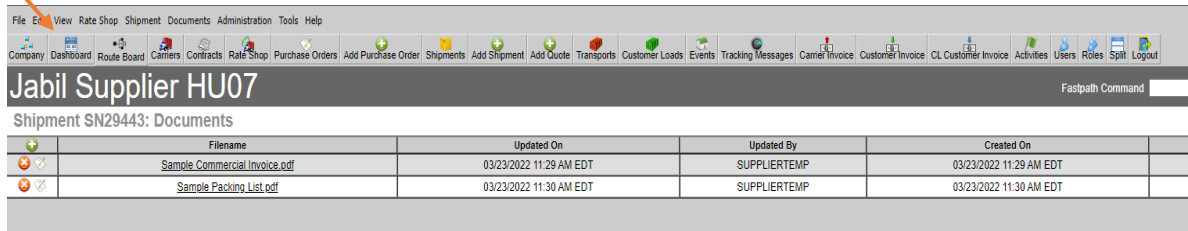
9. Hit the “Choose File” button to select your file. After you find your file, click save. Disregard the “Type:” dropdown.



10. Once your documents are uploaded, you will be able to see them on the next screen.

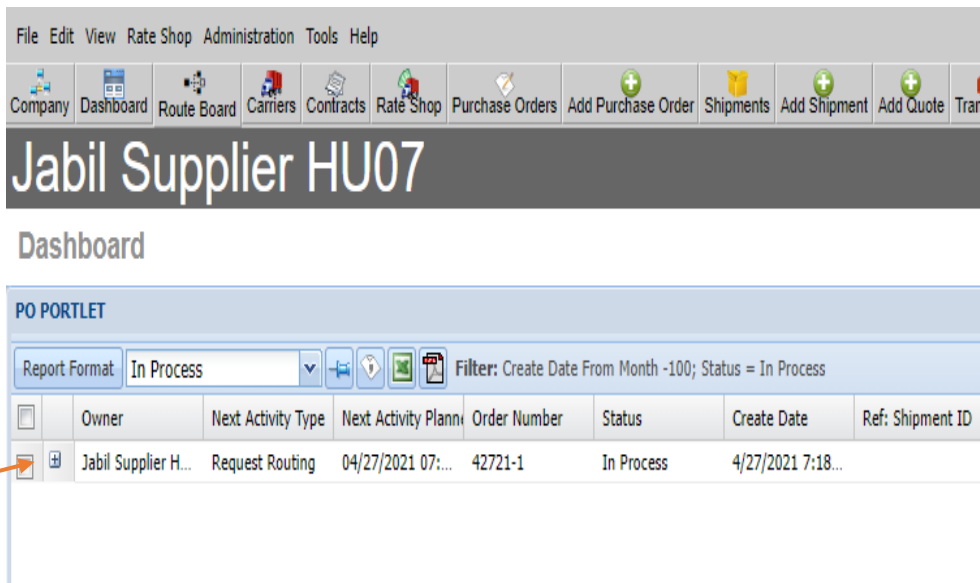
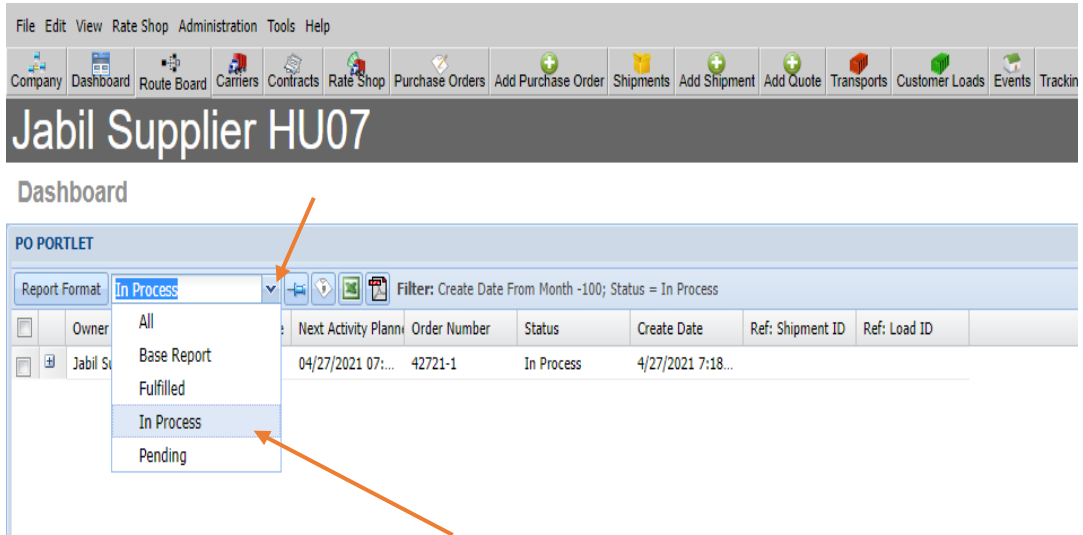


11. The next step would be to add the words “Uploading commercial invoice and packing list” to the special instructions. To do this, you will need to navigate back to the shipment’s main screen. Click Dashboard at the top of the screen.



Select the drop-down menu to select “In Process”. Next, click the plus sign to expand the shipment’s details and click on the Details tab. Then, click the SN number at the bottom of the screen that appears. Scroll down to the next screen that appears and select the icon to add the special instructions “Uploading

commercial invoice and packing list” on the dialog box that appears. Once you have typed in the special instructions, click save. You should now see the special instructions that you just added.





File Edit View Rate Shop Administration Tools Help

Company Dashboard Route Board Carriers Contracts Rate Shop Purchase Orders Add Purchase Order Shipments Add Shipment Add Quote Transports Customer Loads Events Tracking Messages Carrier Invoice Customer

## Jabil Supplier HU07

### Dashboard

**PO PORTLET**

Report Format: In Process Filter: Create Date From Month -100; Status = In Process

Owner	Next Activity Type	Next Activity Plann	Order Number	Status	Create Date	Ref: Shipment ID	Ref: Load ID
Jabil Supplier H...	Request Routing	04/27/2021 07:...	42721-1	In Process	4/27/2021 7:18...		

**42721-1: To-Do List**

Details Activity Show All

**Request Routing**  
Planned Date: [04/27/2021 07:18 AM](#)

**Items: qty 1000**

Line #	Item ID	Description	Class	Delivery Date
1	602-009153...	10 X 12 ESD BAG E4987-59A	70	

Available Dates  Update

**Related Transports**



Create Date From Month: **Purchase Order Details**

Order Number	42721-1
Status	In Process
Need to Investigate	no
Order Type	
Payment Terms	Prepaid
Required Services	No Required Services.

<b>SHIPPER/CONSIGNOR (FROM)</b> Jabil Supplier 123 Test St Tampa FL 33629 US Contact : Shipping Contact Type: Phone : 123-456-7890 Fax : Email : Location Comments :	<b>CONSIGNEE (TO)</b> Jabil Circuit Hungary Ltd Huszar Andor ut. 1 Tiszaujvaros BU 3580 HU Contact : Shipping Team Contact Type: Phone : +3649548659 Fax : Email : tis_traffic@jabil.com Location Comments :	<b>BILL TO</b> Jabil Circuit Hungary Ltd Huszar Andor ut. 1 Tiszaujvaros BU 3580 HU Contact : Shipping Team Contact Type: Phone : +3649548659 Fax : Email : tis_traffic@jabil.com Location Comments :
---	---	--

Requested Shipping Dates 04/27/2021 8:00 AM - 05/03/2021 5:00 PM    Requested Delivery Dates 04/28/2021 8:00 AM - 05/03/2021 5:00 PM

**References**

Owner	Reference	Type	Is Primary
	42721-1	Order Number	true

Items qty 1000.0

Line #	Item ID	Description	Class	Available date:	Save	Planned	Variance	Status
1	602-0091531-A	10 X 12 ESD BAG E4987-59A	70.0	0.0	date:	1000.0	0.0	Active

**Shipments**

Shipment	Status	Loads	Total Qty	Total Wgt	Origin	Destination	Pickup	Delivery
SH29443	Pending		1000.0	0 lb	Jabil Supplier, Tampa, FL	Jabil Circuit Hungary Ltd, Tiszaujvaros, HU	04/27/2021 - 05/03/2021	04/28/2021 - 05/03/2021

Submit

NO Invoices

**COD Invoices**

Mode	Type	Multi	Invoice Date	Invoice Number	Queue	SCAC	COD	Bill Total	Norm. Total	Payment Terms	Bill Weight	Settle Total	Settle Reason	GL Code	Complete Date	Check N
No Invoices.																

**Customer Invoices**

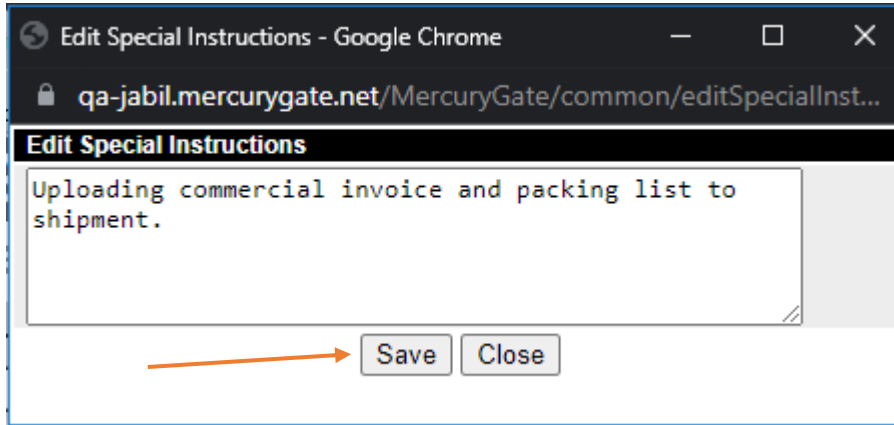
Mode	Type	Multi	Invoice Date	Invoice Number	Queue	SCAC	Bill Total	Norm. Total	Payment Terms	Bill Weight	Settle Total	Settle Reason	GL Code	Complete Date	Check Number	C
No Invoices.																

**Vendor Invoices**

Type	Vendor	VendorType	Multi	Invoice Date	Invoice Number	Queue	Bill Total	Norm. Total	Payment Terms	Bill Weight	Settle Total	Settle Reason	GL Code	Complete Date	Chec
No Invoices.															

**Special Instructions**

Owner	Special Instructions



Customer Invoices															
	Mode	Type	Multi	Invoice Date	Invoice Number	Queue	SCAC	Bill Total	Norm. Total	Payment Terms	Bill Weight	Settle Total	Settle Reason	GL Code	Complete
No Invoices															
Vendor Invoices															
	Type	Vendor	VendorType	Multi	Invoice Date	Invoice Number	Queue	Bill Total	Norm. Total	Payment Terms	Bill Weight	Settle Total	Settle Reason	GL Code	Complete
No Invoices															
Special Instructions															
Owner	Special Instructions														
<input checked="" type="checkbox"/>	Uploading commercial invoice and packing list to shipment.														