

How to confirm a PO?

Introduction

We created this guide to help identifying the STEPS and ACTIONS you should take to be able to send PO confirmation to Jabil.

Jabil New and Open Purchase Order Communication

You will receive an email with an Excel attachment from the e2open system email address: mailer@services.e2open.com

Suppliers receive two types of Alerts based on Purchase Order status at JABIL: NEW or OPEN Please see below:

Alert type	Description
Summary of Discrete Purchase Order Lines	This is a weekly notification about Jabil Open PO details and required actions
New Discrete Order Alert	This is a daily notification about all NEW PO what Jabil Buyer placed on that day and it is required confirmation from Suppliers

Purchase Order Confirmation Options

You have 3 available options for PO Confirmation

#	Confirmation Option	Description
1	Acknowledge	If you can meet Jabil Required date and quantity
2	Edit Promise	If you need to split the Promise quantity into multiple delivery dates
3	No Commit	If you cannot confirm Jabil PO





Purchase Order Confirmation Procedure

Use the following steps:

Step	Action		
1	Download the Excel file and Open		
2	Update your confirmation in the Excel based on the provided instructions:		
	lf	Then	
	You can accept Jabil Order and fully meet Jabil Required delivery date and quantity	GO to <u>Option 1</u>	
	You can accept Jabil Order with changes in Jabil Required delivery date and quantity	GO to Option 2	
	You cannot meet Jabil Required delivery date and quantity	GO to <u>Option 3</u>	

Purchase Order states

State	Description	Required Action
NEW	every new PO, not confirmed before	Supplier confirmation is required
OPEN	every PO where we have PO qty, delivery date or price change	Supplier confirmation is required
ACCEPTED	every PO what Supplier confirmed back and meet fully with Jabil requested date and qty	If no changes in Supplier Commit – Leave as it is
ACCEPTED w/CHANGES	every PO what Supplier confirmed back BUT not meet fully with Jabil requested date and qty	If no changes in Supplier Commit – Leave as it is





Option 1

ACKNOWLEDGE

Step	Action	Example
1	<u>Date & Quantity</u> – are prepopulated – if you can accept no need to change!	Q R S T U Ise Promise Qty. Heasure Date Date Date 2023-02-09 00:00:00 1 00000,0000 GA 2023-02-09 00:00:00
2	Action field: populate with ' Acknowledge ' value from drop down list	14 15 Promise *Action ID 00
3	Provide <u>Tracking number</u> information if that is available	Z3 t Tracking Number 14 BWT345678
4	Share further note or Message in <u>Line Notes to</u> <u>Customer</u> field	28 29 to Line Notes to Customer HU08
4	Save attachment Do not rename the attachment!	
5	Send reply to the original mail address and attach updated Excel file Do not change Subject!	





Option 2

EDIT PROMISE

Step	Action	Example
1	<u>Date & Quantity</u> – are prepopulated – update if you cannot meet date and/or quantity	Q R S T U ise 16 17 18 Requested Delivery 18 Rescheduling Date Date Date 2023-02-09 00:00:00 2023-02-09 00:00:00 2023-02-09 00:00:00 2023-02-09 00:00:00 2023-02-09 00:00:00 2023-02-09 00:00:00
2	<u>Action field</u> : populate with ' Acknowledge ' value from drop down list	14 15 Promise *Action 00 ✓ 1 Acknowledge NoCommit
3	In case of 'confirmation split' , copy PO line and place a new line in the excel and add Action Promise qty and Confirmed date information in the new line	A B H L N O P C N 0 1 7 11 13 14 15 16 17 20 "Promise Line "Jabil Part" "Request" "Open Qty." "Action 10 Promise Qty. Pr
4	Please change <u>Promise ID</u> of new split line from 1 to 2	O P Q 15 16 17 Promise 10 Promise Qty. Me ledge 1 5000,0000 FA 2 5000,0000 FA
5	Ship Date commit is possible if you cannot provide Arrival date information Please delete pre-populated Arrival Date confirmation from Column 20 and publish Ship Date data in next column (21)	20 21 Confirmed Arrival Date Confirmed Ship Date 2023-02-09 00:00:00 14 2023-02-09 00:00:00 14

NOTE: system will calculate Arrival Date based on your provided ship date + Transit time information from next field.



SUPPLIER COLLABORATION



6	To exclude a PO line from the confirmation please Delete PO line from the file or use # prefix in the first field (#PO number)	A 1 #0 1 2 #*Purchase Order No. 1 3 #0715570479 4
7	Provide <u>Tracking number</u> information if that is available	A 23 2 2 3 4 7 7 7 7 7 8 7 7 7 7 7 7 7 7 7 7 7 7 7
8	Share further note or Message in <u>Line</u> <u>Notes to Customer</u> field	AC AD 28 29 Line Notes to Customer *Ship To Site HU08
9	Save attachment Do not rename the attachment!	
	Send reply to the original mail address and attach updated Excel file	
	Do not change Subject!	



SUPPLIER COLLABORATION



Option 3

NO COMMIT

Step	Action	Example
2	<u>Date & Quantity</u> – are prepopulated – please delete data from here	Q R S T U 16 7 18 Requested Delivery Rescheduling Message Date 2023-02-09 00:00:00 1 10000,0000 A 2023-02-09 00:00:00 N
3	Action field: populate with ' NoCommit ' value from drop down list	14 15 Proi ID 000,0000 NoCommit Acknowledge NoCommit
4	Share reason of No Commit in <u>Supplier Reason Note Field</u> – use drop down list	24 25 Supplier Reason MRP Type Type ECN/MPN change Quality/Technical Issue Incorrect MOQ Incorrect Price Capacity problem Logistic problem Logistic problem RawMaterial Problem
5	Share further note or Message in Line Notes to Customer field	28 29 Line Notes to Customer *Ship To Site HU08
6	Save attachment Do not rename the attachment!	
7	Send reply to the original mail address and attach updated Excel file Do not change Subject!	

