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

SUPPLIER COLLABORATION

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:

If	Then
You can accept Jabil Order and fully meet Jabil Required delivery date and quantity	GO to Option 1
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 Option 3

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

SUPPLIER COLLABORATION

Option 1

ACKNOWLEDGE

Step	Action	Example
1	Date & Quantity – are prepopulated – if you can accept no need to change!	
2	Action field: populate with **'Acknowledge'** value from drop down list	
3	Provide Tracking number information if that is available	
4	Share further note or Message in Line Notes to Customer field	
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!**	

SUPPLIER COLLABORATION

Option 2

EDIT PROMISE

Step	Action	Example
1	<u>Date & Quantity</u> – are prepopulated – update if you cannot meet date and/or quantity	
2	<u>Action field</u>: populate with '**Acknowledge**' value from drop down list	
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	
4	Please change <u>Promise ID</u> of new split line from 1 to 2…	
5	<u>Ship Date commit</u> 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)	

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

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)	
7	Provide <u>Tracking number</u> information if that is available	
8	Share further note or Message in <u>Line Notes to Customer</u> field	
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	Date & Quantity – are prepopulated – please delete data from here	
3	Action field: populate with '**NoCommit**' value from drop down list	
4	Share reason of No Commit in Supplier Reason Note Field – use drop down list	
5	Share further note or Message in Line Notes to Customer field	
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!**	