



How to confirm a PO?

Introduction

We created this guide to help identify the STEPS and ACTIONS you should take to be able to send PO confirmation to Jabil with email text collaboration.

Jabil New and Open Purchase Order Communication

You will receive an email with embedded HTML table in email body text 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 that Jabil Buyer placed on that day, and it requires confirmation from Suppliers

Purchase Order Confirmation Options

You have 2 available options for PO Confirmation

#	Confirmation Option	Description
1	Acknowledge	If you can confirm Jabil PO
2	No Commit	If you cannot confirm Jabil PO



Purchase Order Confirmation Procedure

Use the following steps:

Step	Action								
1	Open the email you received and click "REPLY" >> with that action you can start editing the table in the email body text.								
2	<p>Publish your confirmation in the Email/table based on the provided instructions:</p> <table border="1"> <thead> <tr> <th>If</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>You can accept Jabil Order and fully or with changes in Jabil Required delivery date and quantity</td> <td>GO to Option 1</td> </tr> <tr> <td>You cannot confirm Jabil PO >> NO COMMIT</td> <td>GO to Option 2</td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	If	Then	You can accept Jabil Order and fully or with changes in Jabil Required delivery date and quantity	GO to Option 1	You cannot confirm Jabil PO >> NO COMMIT	GO to Option 2		
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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

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