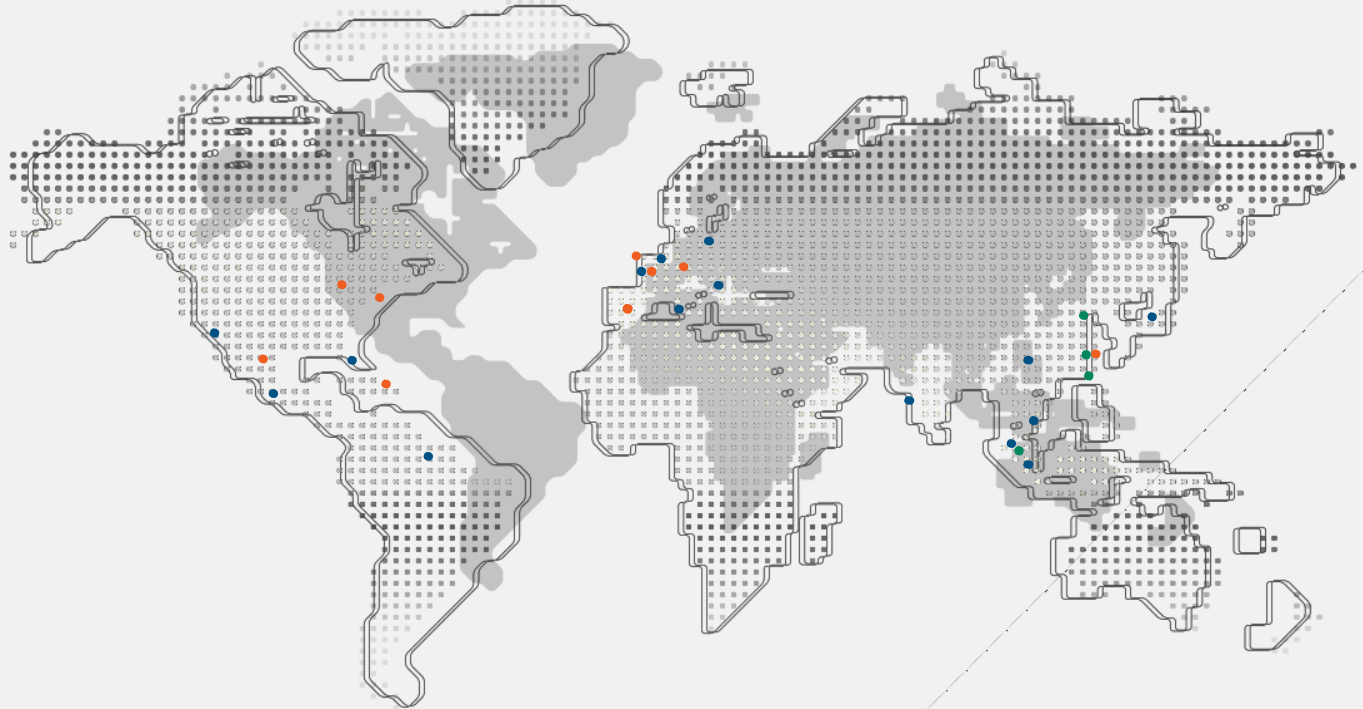


Supplier Enablement CSP Training



FAQ

Version Dec 2020

Questions

JABIL

Questions

- PO Confirmation

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2. [How to accept for a Purchase Order?](#)
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- Invoice Creation

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 1. [Can I check the goods receiving status in CSP?](#)
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 4. [Will CSP be used for all Jabil companies?](#)
 5. [How to use catalog function in CSP?](#)
 6. [Can I use CSP on smart phone?](#)
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Answers

JABIL

PO Confirmation

1. If the PO amount is incorrect, or any other information on the PO need to be changed, how to do it in Coupa?
Suppliers are unable to change the PO.
Please contact Jabil to initiate the PO change. You can contact Jabil local buyer off-line or in input your request and reason in CSP-PO-Comment.

coupa supplier portal

KPMG | NOTIFICATIONS 672 | HELP

Home Profile **Orders** Service/Time Sheets ASN Invoices Catalogs Admin

Orders Order Lines

Select Customer: [0]

Configure PO Delivery

Purchase Orders

Instructions From Customer

Please acknowledge the PO upon receipt. Please use ASN, if possible. Please contact the Jabil Requestor mentioned on the PO for questions regarding the delivery of this order. Please Invoice via the CSP when possible. For further questions or training material, please see <https://www.jabil.com/solutions/featured-solutions/supply-chain-orchestration/indirect-supplier-enablement.html>

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Actions
C-10000003248	12/21/17	Issued	None	1 Each of test	No	0.00 USD	[Icons]
C-10000003246	12/21/17	Issued	None	1 Each of screw	No	3.00 USD	[Icons]
C-10000003232	12/20/17	Issued	None	1 Each of test order	No	0.00 USD	[Icons]

test 1 Each 0.00 0.00 0.00

Need By	Part Number	Jabil Part Number	Actual Vendor Name	Inco-Terms	Inco Term Location
12/22/17	None	None	None	CFR	TESTVALUE

Supplier Confirmed Delivery Date

mm/dd/yyyy

Per page 15 | 45 | 90

Total 0.00 USD

Create Invoice Save Print View

0 Comments

Add Comment

PO Confirmation

2. How to accept for a Purchase Order?

You only need to check “Acknowledged” box to acknowledge the Purchase Order.

The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with the Coupa logo and 'supplier portal' text. On the right side of the navigation bar, there are links for 'KPMG', 'NOTIFICATIONS 675', and 'HELP'. Below the navigation bar, there is a menu with options: Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, and Admin. Under the 'Orders' menu, there are sub-options for 'Orders' and 'Order Lines'. In the main content area, there is a 'Select Customer' dropdown menu and a 'Configure PO Delivery' button. The main content displays the details for Purchase Order #C-10000003248. On the left side, there is a list of order details: Status (Issued - Sent via Email), Order Date (12/21/17), Revision Date (12/21/17), Requester (user10 UAT), Email (coupajabil+user10@gmail.com), Payment Term (E240), Jabil Buyer (None), and Attachments (None). The 'Acknowledged' checkbox is highlighted with a red box. On the right side, there is a 'Shipping' section with a location pin icon. It contains the 'Ship-To Address' (North Xuedian Road, Shuofang Street, 214000 Wuxi City, Jiangsu Province 100, China, Location Code: CN30-01RI, Attn: user10 UAT) and a list of street names (Street 3, Street 4, Street 5) and names (Name 1, Name 2, Name 3, Name 4) with their respective values (None, None, None, 01RI, GREEN POINT TECHNOLOGY (WUXI), CO., LTD, None). The 'Terms' are listed as 'None'.

Purchase Order #C-10000003248

Status Issued - Sent via Email

Order Date 12/21/17

Revision Date 12/21/17

Requester user10 UAT

Email coupajabil+user10@gmail.com

Payment Term E240

Jabil Buyer None

Attachments None

Acknowledged

Shipping

Ship-To Address North Xuedian Road, Shuofang Street
214000 Wuxi City, Jiangsu Province 100
China
Location Code: CN30-01RI
Attn: user10 UAT

Street 3 None

Street 4 None

Street 5 None

Name 1 01RI

Name 2 GREEN POINT TECHNOLOGY (WUXI)

Name 3 CO., LTD

Name 4 None

Terms None

PO Confirmation

3. Is there any other ways to get new orders notification, besides CSP?

If supplier is not registered with CSP, supplier will receive the purchase orders via email. PO will be sent to supplier's registered PO email address. If supplier has CSP, supplier will get both PO email notification and PO on CSP.

4. If I can't meet the expected delivery date on a PO, how could I propose & acknowledge a new delivery Date?

When you acknowledge the receipt of an order for physical goods, in case the expected delivery date on order could not be met, please always contact the Jabil buyer/requestor to align the new delivery date and then update the "supplier confir

☰ Lines

Advanced Search Sort by Line Number: 0 → 9

Type	Item	Qty	Unit	Price	Total	Invoiced
	test	1	Each	0.00	0.00	0.00

Need By	Part Number	Jabil Part Number	Actual Vendor Name	Inco-Terms	Inco Term Location
12/22/17	None	None	None	CFR	TESTVALUE

Supplier Confirmed Delivery Date

Per page 15 | 45 | 90

Total 0.00 USD

Create Invoice Save Print View

Invoice Creation

1. Can I create one invoice for more than one PO in CSP?

Suppliers can create one e-invoice for more than one PO in CSP.

If you want to combine POs into one physical invoice, supplier need to ensure that each PO has the same chart of accounts (COA).

** COA can refer to the PO.

Lines

Line Level Taxation

Type	Description	Qty	UOM	Price	
	US - 0117	1.0000	Each (SAP) <input type="text"/>	500.00	500.00

PO Line: C-10000190012-1 [Clear](#) Contract: Supplier Part Number:

Billing: 117LeaseTest2-Jabil Purchase-0117-PCDUMMY-F-0000001234-TECHNOLOGY-150910

[Add Tag](#)

[+ Add Line](#)

[+ Pick lines from PO](#)

①

Totals & Taxes

Pick Lines to Add

Invoice #

Line	Desc	Total
1	Coupa Release Upgrade Support	0.00

1 Lines [Delete Invoice](#) [Finish](#)

③

PO Number	Line	Description	UOM	Qty	Price	Invoiced	Actions
C-10000001006	1	Tax Services	None	None	950.00	0.00	+
C-10000001498	1	Tax Services	None	None	950.00	0.00	+
C-10000001576	1	Tax Services	None	None	950.00	0.00	+


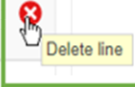



②

Invoice Creation

2. Should I create invoice based on quantity or amount?

CSP allows suppliers to create invoice based on quantity or amount according to the purchased goods (physical goods/services).

Coupa not allowed the qty or amount with zero, for those lines not included in this invoice, please delete the item(s) by clicking (x)

Type	Description	Qty	UOM	Price	
	外包费用1笔	1.0000	Each (SAP)	1,350,000.00	1,350,000.00   
	外包费用1笔	1.0000	Each (SAP)	0.00	0.00  

Invoice Creation

3. Can I create more than one invoice for one PO in CSP?

Suppliers can create more than one invoice for one PO.

The first time when you create an e-invoice, you will find the system has automatically filled the fields: invoice Qty/invoice Amount with the PO Qty/PO Amount. You can change this invoice Qty/Amount to your invoice Qty/ Amount, and then submit this e-invoice. After that, in case the PO Qty or PO Amount is not full invoiced, you may always flip the same PO by same approach again (Through Email, or through CSP Order tab and click the golden coin button) to create another e- invoice.

Lines Line Level Taxation

Type	Description	Qty	UOM	Price	Total
	test	1.0000	Each	0.00	0.00

PO Line **Contract** **Billing** **Supplier Part Number**
C-10000003248-1 0930-CC-F-0010710200-Financial Services - Taxes - Non Audit-F - 670105-N/A

Commodity **Actual Vendor Name** **Trading Partner** **Inco-Terms** **Inco Term Location** **Jabil Buyer**
Financial Services - Taxes - Non Audit None None CFR TESTVALUE None

[Add Tag](#)

[+ Add Line](#)

Subtotal 0.00
Shipping
Handling
Misc
Tax Description 0.000 0.000 [+](#)
Total Tax 0.00
Total 0.00

[Delete](#) [Cancel](#) [Save as draft](#) [Calculate](#) [Submit](#)

Invoice Creation

4. Does physical invoice need to be scanned and attached into the e-invoice? Can several invoices be scanned into one document?

Suppliers need to upload the scanned physical invoice into the system. If not, your e-invoice will be rejected by Jabil Finance.

The scanned physical invoice need to match with the e-invoice. Please upload the corresponding scanned invoice for every single e-invoice.

Create Invoice [Create](#)

General Info	From
<p>* Invoice # <input type="text"/></p> <p>* Invoice Date <input type="text" value="12/21/17"/> <small>Calendar</small></p> <p>Payment Terms E240</p> <p>* Currency <input type="text" value="USD"/></p> <p>Status <input type="text" value="Draft"/></p> <p>Shipping Term <input type="text"/></p> <p>Image Scan <input type="text"/> <input type="button" value="Browse..."/></p> <p>Supplier Note <input type="text"/></p> <p>* Attachments <input type="button" value="Add File"/> <input type="button" value="URL"/> <input type="button" value="Text"/></p>	<p>* Supplier KPMG LLP</p> <p>Supplier Tax ID None</p> <p>* Invoice From Address KPMG <input type="button" value="Search"/> 123456789 St Petersburg, 33716 United States</p> <p>* Remit-To Address KPMG <input type="button" value="Search"/> 123456789 St Petersburg, 33716 United States</p> <p>* Ship From Address KPMG <input type="button" value="Search"/> 123456789 St Petersburg, 33716 United States</p>
	To
	<p>Customer None</p> <p>Bill To Address No.84-2, Block B, National High-Tech 214112 Wuxi Jiangsu China Street 3 None</p>

Invoice Creation

5. **What is the purpose of creating e-invoice if there is physical invoice already? After creating e-invoice, do I still need to send physical invoice?**

Suppliers can check the real time updates from Jabil Finance about the invoice through creating e-invoice. As long as the e-invoice is created correctly, the efficiency of approval process will be enhanced a lot so that suppliers can receive payment faster. **For China & Vietnam Invoice only**, after creating the e-invoice, physical invoice still need to be sent to Jabil Finance as per local government policy.

6. **When should I issue the invoice? After PO has been confirmed, or after receiving the goods/services?**

Suppliers should only submit invoices once a good or service has been provided to Jabil and Jabil is expected to begin the payment process. Jabil will calculate the expected payment date based on contractual agreements. Suppliers should not submit invoices prior to providing the good or service.

7. **For China Invoicing: The goods/services descriptions in PO are all English, but the physical invoice descriptions are Chinese. Is that ok?**

If the PO description you received is English, you will see English description when you creating e-invoice. But when you issue physical invoice in Chinese, you should check whether the unit price and quantity are the same with the e-invoice. The description can be different. Jabil finance will verify the description on physical invoice and e-invoice are the same again.

8. **For China Invoicing: If the transaction are done in foreign currency, is e-invoice still necessary? Which one should I choose to fill in when creating the e-invoice number - the formal invoice number or proforma invoice number?**

Supplier should also create e-invoice for foreign currency transaction. Formal invoice number should be filled when creating e-invoice.

9. **Which one should I choose for the invoice issuing date? The physical invoice date or the e-invoice creating date?**

Please fill in the physical invoice issuing date.

Invoice Creation

10. How to find the POs that have been issued invoices?

You can log in to CSP and go to Orders-Order lines. Then filter (create view) or choose each line to check the e-invoice amount that has been created. (to be continued in next page)

coupa supplier portal KPMG | NOTIFICATIONS 674 | HELP

Home Profile **Orders** Service/Time Sheets ASN Invoices Catalogs Admin

Orders **Order Lines** ①

Select Customer: [0] Configure PO Delivery

Purchase Order Lines

Export to	View	Search					
PO Number (Header)	Line	Item	Total Item Quantity	Order Status (Header)	Create View	Invoiced	Line Total
C-10000003248	1	1 Each of test	1	Issued	0	0	0.00
C-10000003246	1	1 Each of screw	1	Issued	0	0	3.00
C-10000003232	1	1 Each of test order	1	Issued	0	0	0.00
C-10000003231	1	15 Each of test	15	Issued	0	0	150.00
C-10000003216	1	2 Each of test for cancel PO	2	Issued	2	0	400.00
C-10000003171	1	1 Each of KPMG	1	Issued	0	0	10.00
C-10000003155	1	10 Each of pencil	10	Issued	0	0	15.00
C-10000003150	1	1 Each of customized box	1	Issued	0	0	0.00
C-10000003078	1	3 Each of Cubicle Table	3	Issued	0	0	144.00
C-10000003077	1	1 Each of Marker	1	Issued	1	0	50.00
C-10000003077	2	5 Each of marker	5	Issued	5	0	125.00
C-10000003073	1	1 Each of Desk	1	Issued	0	0	200.00
C-10000003073	2	1 Each of Chair	1	Issued	0	0	100.00
C-10000003066	1	Invoice Above \$10M	None	Issued	1,010,000,000.00	0.00	1010000000.00
C-10000003065	1	2 Each of PO Unit Price 0.1%	2	Issued	2	0	2000.00

Create New data table view

General

Name:

Visibility: Only Me Everyone

Start with view:

Conditions

Match all conditions Add group of conditions

Invoiced is

Columns

Available columns	Selected columns
Actual Vendor Name	PO Number (Header)
ASN Lines	Line
Carrier	Order Status (Header)
Confirmed Quantity	Item
Delivery Date	Total Item Quantity
Inco Term Location	Line Total
Inco-Terms	Invoiced ③

Invoice Creation

10. How to find the POs that have been issued invoices? (continued)

You can log in to CSP and go to Orders-Order lines. Then filter (create view) or choose each line to check the e-invoice amount that has been created.

Home Profile **Orders** Service/Time Sheets ASN Invoices Catalogs Admin

Orders **Order Lines**

Select Customer

Configure PO Delivery

Purchase Order Lines

PO Number (Header)	Line	Item	Total Item Quantity	Order Status (Header)	Received	Invoiced	Line Total
C-1000003248	1	1 Each of test	1	Issued	0	0	0.00
C-1000003246	1	1 Each of screw	1	Issued	0	0	3.00
C-1000003232	1	1 Each of test order	1	Issued	0	0	0.00
C-1000003231	1	15 Each of test	15	Issued	0	0	150.00
C-1000003216	1	2 Each of test for cancel PO	2	Issued	2	0	400.00
C-1000003171	1	1 Each of KPMG	1	Issued	0	0	10.00
C-1000003155	1	10 Each of pencil	10	Issued	0	0	15.00
C-1000003150	1	1 Each of customized box	1	Issued	0	0	0.00
C-1000003078	1	3 Each of Cubicle Table	3	Issued	0	0	144.00
C-1000003077	1	1 Each of Marker	1	Issued	1	0	50.00
C-1000003077	2	5 Each of marker	5	Issued	5	0	125.00
C-1000003073	1	1 Each of Desk	1	Issued	0	0	200.00
C-1000003073	2	1 Each of Chair	1	Issued	0	0	100.00
C-1000003066	1	Invoice Above \$10M	None	Issued	1,010,000,000.00	0.00	10000000.00
C-1000003065	1	2 Each of PO Unit Price 0.1%	2	Issued	2	0	2000.00
C-1000003064	1	NON- Contract Invoice	None	Issued	1,000.00	0.00	1000.00
C-1000003063	1	Backdated Invoice - 120 Days	None	Issued	1,000.00	0.00	1000.00

Invoice Creation

How to find the received qty in POs? (continued)

The same way to add the received qty in your view

 coupa supplier portal

KPMG | NOTIFICATIONS 767 | HELP

Home Profile **Orders** Service/Time Sheets ASN Invoices Catalogs Payments Business Performance Sourcing Add-ons

Setup

Orders **Order Lines** Returns Shipments

Select Customer

JABIL DEV/TEST - KPMG LLP

Configure PO Delivery

Purchase Order Lines

Export to

View MyView Search

PO Number (Header)	Line	Item	Total Item Quantity	Order Status (Header)	Received	Invoiced	Line Total
C-10000005058	1	1 Each (SAP) of submit date test	1	Issued	0	0	1111.00
C-10000004953	1	1 Each (SAP) of Computer	1	Issued	0	0	0.00
C-10000004896	1	Coupa Release Upgrade Support	None	Issued	950.00	950.00	950.00
C-10000004895	1	4 Each (SAP) of training session	4	Issued	4	0	600.00
C-10000004891	1	tax services	None	Issued	950.00	0.00	950.00
C-10000004890	1	3 Each (SAP) of audit services	3	Issued	3	0	300.00
C-10000004789	1	1 Each (SAP) of test00	1	Issued	0	0	900.00
C-10000004788	1	4 Each (SAP) of test111	4	Issued	3	0	800.00
C-10000004787	1	1 Each (SAP) of test	1	Issued	0	0	800.00
C-10000004725	1	Coupa Release Upgrade Support	None	Issued	950.00	0.00	950.00

Invoice Creation

11. How to include tax amount in e-invoice?

There are 2 ways to include tax.

- Option 1: "Header". In this way you do not need to select line level taxation. This means that the exact same tax rate will be applied to all lines on the invoice. (to be continued in next page)

The screenshot displays an invoice creation interface with two line items and a tax summary section. The interface is titled "Lines" and includes a "Line Level Taxation" checkbox, which is circled in red with a "1" next to it. Below the checkbox are two identical line items, each with a "Type" of "Test PO with Multiple", a "Qty" of "100,000", a "UOM" of "Each", and a "Price" of "1,000.00". The total for each line item is "100,000,000.00". The "PO Line" for both items is "C-10000183135-1", and the "Contract" and "Supplier Part Number" fields are empty. The "Billing" information is "1803-CC-F-0010210218-Office Support - Copiers & Copy Center/ Managing Printing-F - 670080-N/A". Below the line items is an "Add Line" button. To the right of the line items is a "Totals & Taxes" section. The "Lines Net Total" is "200,000,000.00". Below this are fields for "Shipping", "Handling", and "Misc", all of which are empty. At the bottom of the "Totals & Taxes" section is a "Tax" field, which is circled in red with a "2" next to it. The "Tax" field has a dropdown menu, a "0.000" value, a "%" symbol, and a "0.000" value with a "+" button.

Type	Description	Qty	UOM	Price	Total
Test PO with Multiple		100,000	Each	1,000.00	100,000,000.00
Test PO with Multiple		100,000	Each	1,000.00	100,000,000.00

Totals & Taxes

Lines Net Total	200,000,000.00
Shipping	
Handling	
Misc	
Tax	0.000 % 0.000

Invoice Creation

11. How to include tax amount in e-invoice? (continued)

- Option 2: "Line Item Tax". In this way you can include tax if some lines have one tax value and others a different tax value.

The screenshot displays the 'Lines' section of an invoice creation interface. It features two line items, each with a 'Taxes' section. Red boxes and numbers highlight specific elements:

- 1**: A red box highlights the 'Line Level Taxation' checkbox, which is checked.
- 2**: A red box highlights the 'Taxes' input fields for the first line item, which include columns for 'Tax Description', 'Tax Rate', 'Tax Amount', and 'Tax Reference'.

The interface also includes a table header for the lines and a 'Totals & Taxes' section at the bottom.

Type	Description	Qty	UOM	Price	
Line	Test PO with Multiple	100,000	Each	1,000.00	100,000,000.00
Line	Test PO with Multiple	100,000	Each	1,000.00	100,000,000.00

Totals & Taxes
Lines Not Total: 200,000,000.00

Invoice Creation

12. How to create invoice for down payment?

Supplier need to submit both down payment and the rest official invoice in Coupa. Please refer to below scenarios when you can create invoice:

- Option 1. Supplier creates separate invoices:

 - Supplier bills the first invoice with the down payment quantity;

 - Supplier bills the second invoice with balance quantity.

- Option 2. Supplier creates one invoice:

 - Supplier bills one invoice with quantity 1ea and total of 100% amount.

- Option 3. PO created with separate lines:

 - Line1 with down payment amount with quantity 1ea, supplier bill separately;

 - Line2 with balance amount with quantity 1ea, supplier bill separately.

Invoice modification

1. What should I do if the e-invoice approval failed?

If the e-invoice failed the approval, Jabil finance will reject your e-invoice in Coupa and provide the reason. After receiving the rejection notification, suppliers should revise (or add attachments to) the invoice according to the comments. The original e-invoice information would also get saved, so that suppliers do not need to repeat filling or create new invoice.
















2. If the physical invoice need to be re-issued, how to revise the corresponding e-invoice? How do I submit credit notes to Jabil?

If you want to issue new physical invoice due to incorrect issuing, you should create a credit note in CSP after receiving the physical invoice sent from Jabil finance. After the credit note get approved, you can issue new physical invoice and create new e-invoice.



Purchase Orders

Instructions From Customer
Please acknowledge the PO upon receipt. Please use ASN, if possible. Please contact the Jabil Requestor mentioned on the PO for questions regarding the delivery of this order. Please invoice via the CSP when possible. For further questions or training material, please see <https://www.jabil.com/solutions/featured-solutions/supply-chain-orchestration/indirect-supplier-enablement.html>

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Actions
C-10000003248	12/21/17	Issued	None	1 Each of test	No	0.00 USD	  
C-10000003246	12/21/17	Issued	None	1 Each of screw	No	3.00 USD	  
C-10000003232	12/20/17	Issued	None	1 Each of test order	No	0.00 USD	  
C-10000003231	12/20/17	Issued	None	15 Each of test	No	150.00 USD	  
C-10000003216	12/19/17	Issued	None	2 Each of test for cancel PO	No	400.00 USD	  

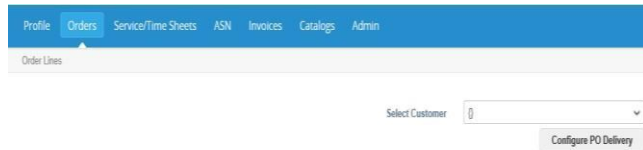
Click the red coins icon to create invoice.

Invoice modification

2. If the physical invoice need to be re-issued, how to revise the corresponding e-invoice? How do I submit credit notes to Jabil? (continued)

Regardless of how you submit your credit note (via email or CSP), please ensure all numbers and values are positive numbers.








- If you submit as "invoice" (yellow coins) and add negative number, Jabil will not be able to process.
- If you submit as "credit note" (red coins) and add a negative numbers, again, Jabil will not be able to process.



Purchase Orders

Instructions From Customer

Please acknowledge the PO upon receipt. Please use ASN, if possible. Please contact the Jabil Requestor mentioned on the PO for questions regarding the delivery of this order. Please invoice via the CSP when possible. For further questions or training material, please see <https://www.jabil.com/solutions/featured-solutions/supply-chain-orchestration/indirect-supplier-enablement.html>

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Actions
C-10000003248	12/21/17	Issued	None	1 Each of test	No	0.00 USD	  
C-10000003246	12/21/17	Issued	None	1 Each of screw	No	3.00 USD	 
C-10000003232	12/20/17	Issued	None	1 Each of test order	No	0.00 USD	 

Lines

Line Level Taxation

Type	Description	Qty	UOM	Price	Total
	test	-3	Each		0.00

PO Line Contract Billing Supplier Part Number
C-10000003248-1 [dropdown] 0930-CC-F-0010710200-Financial Services - Taxes - Non Audit-F-670105-N/A [dropdown]

Commodity Actual Vendor Name Trading Partner Inco-Terms Inco Term Location Jabil Buyer
Financial Services - Taxes - Non Audit. None None CFR TESTVALUE None

Add Tag

Add Line

Subtotal	0.00
Shipping	[input]
Handling	[input]
Misc	[input]
Tax Description	[dropdown] 0.000 0.000
Total Tax	0.00
Total	0.00

Invoice modification

3. Can I withdraw or void the invoice after submit?

After you submit the invoice, you can't withdraw or make any change through CSP. If the invoice has not been approved, please contact Jabil Finance to reject/revise the invoice. If the invoice has been approved, please create a credit note in CSP. After the credit note gets approved, you can issue a new invoice against the PO.

Supplier registration

1. I have more than one supplier numbers for different Jabil plants. Do I need to register the supplier information separately?

If you have different supplier number for different Jabil factory, you will receive several registration email. You can register several account through these email. Then you can merge your accounts on the home page of CSP so that you can use one account for managing PO and invoice of all Jabil factories.

The screenshot shows the Coupa Supplier Portal interface for KPMG LLP. The top navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', and 'Admin'. The user is logged in as 'KPMG' with 'NOTIFICATIONS 674' and a 'HELP' dropdown. The main content area is titled 'KPMG LLP' and features a globe icon, a list of links (About, Industry, Website, Established, Employees), and an 'Improve Your Profile' button. Below this, there are sections for 'About' and 'Public Profile' with a URL: <https://supplier-test.coupahost.com/suppliers/public/13620>. On the right side, there is a 'Merge Accounts' section highlighted with a red box, containing the text: 'If your company has more than one CSP account, we try to list it below. Consider merging them to reduce confusion for existing and potential customers. Not seeing the account you want to merge with? [Click here.](#)' Below this is a 'Latest Customers' section listing 'KPMG LLP', 'Jabil - KPMG China', and 'Jabil - kpmg1234'.

Beneficiary's Bank Address

1. **What does "Beneficiary's Bank Address" refer to? The bank address or company address? Is there any requirement of format?**

Please fill in your company address in Beneficiary's Bank Address. Some of the lines in the address have requirement for the format. (e.g. post code)

Others

1. Can I check the goods receiving status in CSP?

There is no goods receiving status checking function.

2. Can I process consignment/JIT/schedule agreement transaction in CSP?

No. CSP is utilized for non-production materials/services procurement. If your company also provide the above materials, it will still remain the current process.

3. Who can I reach out for help when I have questions after go-live? Is there any Chinese enquiry service?

After go live, you can choose below 2 ways for support either:

- ✓ Send your email to P2P_Support@Jabil.com directly. Chinese enquiry is acceptable;
- ✓ Contact your local buyer.

4. Will CSP be used for all Jabil companies?

Jabil factories will start using CSP by waves. It is expected that all Jabil factory worldwide will use CSP for the purchase of indirect goods and services as well as any direct goods that may be purchased during an NPI stage by 2019.

5. How to use catalog function in CSP?

If you are interested in setting up catalog with Jabil, please contact Jabil Catalog Management Team.

6. Is CSP available on smart phone?

Suppliers can use mobile browsers for CSP operations.

Others

7. How do I check my payment status on CSP and how to read the payment information?

Suppliers can view the payment status and information for each invoice in the CSP under invoice tab. Payment information shows amount and date.

- Payment amount: The amount you get paid.
- Payment date: The date showing in CSP is the date Jabil Finance have cleared the invoice to be included in the payment process. Depending on the site or the configured payment method, the actual payment might not be received at the vendor immediately. It could happen next day or up to 7 days.

The screenshot shows the 'Invoices' section of the CSP interface. At the top, there is a navigation bar with tabs for Home, Profile, Orders, Service/Time Sheets, ASN, Invoices (selected), Catalogs, Add-ons, and Admin. Below this, there is a sub-tab for 'Invoices' and 'Payment Receipts'. A 'Select Customer' dropdown is set to '.JABIL/STG - Test Vendor CSP Testing'. The main heading is 'Invoices'. Below it is an 'Instructions From Customer' box with text: 'Please contact your Jabil Requestor for technical issues regarding this invoice. Please invoice via the CSP when possible. For further questions or training material, please see <https://www.jabil.com/solutions/featured-solutions/supply-chain-orchestration/indirect-supplier-enablement.html>'. There is a 'Create Invoices' section with buttons for 'Create Invoice from PO', 'Create Invoice from Contract', 'Create Blank Invoice', and 'Create Credit Note'. Below this is an 'Export to' dropdown and a 'View' dropdown set to 'Payment Information'. A search bar is also present. The main table has the following data:

Paid	PO #	Invoice #	Status	Invoice Date	Payment Term	Date Of Supply	Payment Information
Yes	C-10000182229	Demo1	Approved	01/22/19	ZE60	01/22/19	Payment# - on 01/22/19 for USD 750.00

Thank You

If you have any further questions, please do not hesitate to contact Jabil or email to P2P_Support@Jabil.com.

The JABIL logo is located in the bottom right corner of the slide. It consists of the word "JABIL" in a bold, blue, sans-serif font. A green diagonal line is positioned behind the letters "A" and "B", extending from the bottom left towards the top right.