

Email-based Suppliers

Email with Embedded Table

JABIL

Getting Set Up

Once you are onboarded into e2open – you will receive below consolidated Alerts for your Vendor code from different plants, based on Communication Period and Alert frequency.

Note: Alerts will be including only those POs that weren't included in the prior email alert!

System mail address: mailer@services.e2open.com & donotreply@e2open.com

Please ensure you are not blocking these mail addresses!

SYSTEM ALERTS	SYSTEM COMMUNICATION PERIOD	ALERT FREQUENCY AT SUPPLIER
Summary of Discrete Order Lines	System release 4 times a day (1AM & 5AM / 1PM & 5PM UTC) based on Buyer approval	You will receive this Alert once per week , based on Buyer approval
Problem Summary Alert		
Order De Commit Alert	System release once per day every 24 hours (starting at 00:00:00 UTC)	Automated Alert - triggered when Confirmed arrival date is later than previously confirmed arrival date (or no commit) and don't not meet PO requested delivery date (late) and there was no push-out request originated from Jabil.
New Discrete Purchase Order	System release twice per day 12:30AM UTC and 12:30PM UTC	You will receive this Alert maximum twice per day (only if Jabil place new PO to you)

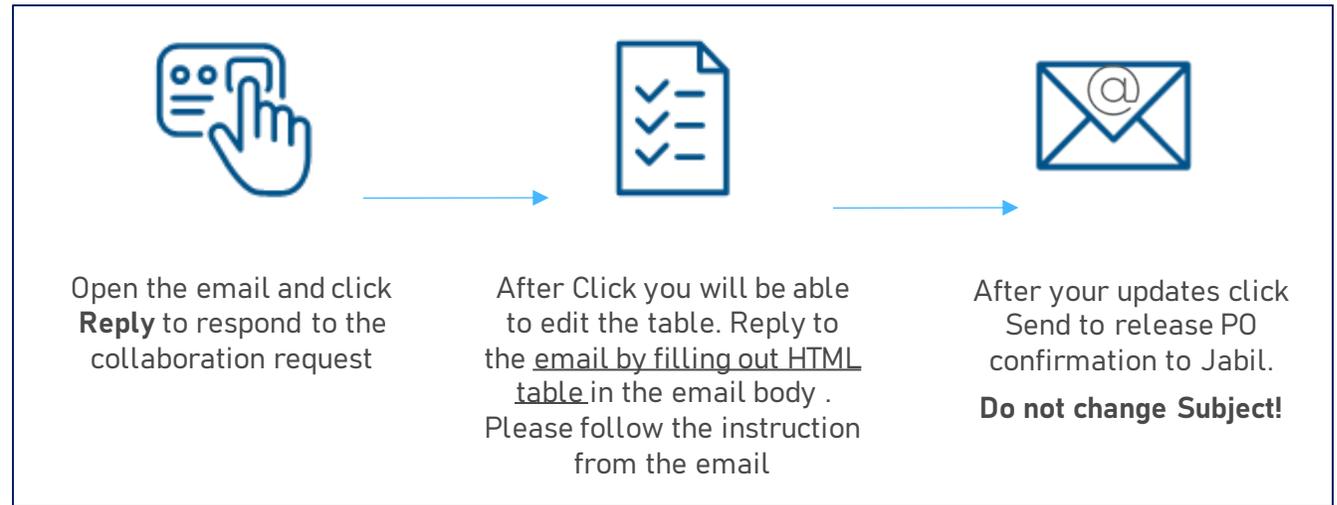
Supplier Notification

The supplier will receive a system email notification with an embedded HTML table about :

- New Purchase Orders
- Open PO Summary including PO Rescheduling and PO Cancellation requests
- Order De Commit

The supplier will be able to send a confirmation with a reply to the email by filling out the HTML table in the email body

After 72 hours one-time token will expire!



Response Options

Discrete Purchase Orders	<ul style="list-style-type: none">• Acknowledge• Edit Promise• Split Commit• No Commit
Po Cancellation Request	<ul style="list-style-type: none">• Cancel Accepted• Cancel Rejected

New/Summary Of Discrete Order Lines Alert

New Discrete Order Alert/新订单通知 [Ref:5c2a1e52-4d46-4677-87bc-c86e64cc039a] Inbox x

mailer@services.e2open.com
to me



New Discrete Order Alert
新订单通知

Supplier Partner,

Jabil has created new purchase orders to review and confirm. To review and provide confirmations, kindly reply to this email with your response in the fields in the table below based on below instructions!

Please note that mandatory fields need to be checked and updated.

PO CONFIRMATION PROCESS

- Promise qty and Confirmation date populate data here in these fields
- Ensure that **Promise qty = Open qty**
- Confirmed Arrival Date: If you cannot confirm it (**dock date at Jabil**), confirm the Ship Date.
Note: You do not need to populate both dates in the file! – as the system will handle that and will calculate the Arrival Date based on your provided ship date + Transit time information from the next field.
- Tracking Number: this information needs to be provided if it's available in 'Tracking number' column
- In case PO confirmation is not possible leave promise qty and date columns empty

Please send your response back within 72 hours from the mail sent, after that the one time Token will be expired!

供应商小伙伴,

捷普给您下了新的采购订单, 请查看并确认, 查看并提供确认, 请根据以下说明在表格中填写并回复此邮件!
请注意检查和更新必填项。

#Purchase Order No.	Line ID	Line State	Schedule ID	Schedule State	Supplier Code	Supplier Name	Jabil Part Number	Jabil Part Description	Manufacturer Part Number	Manufacturer Name	Request Qty.	Total Received Qty. (Line)	Open Qty.	Promise ID	Promise State	Promise Qty.	Unit Of Measure	Request Date	Rescheduling Message
#订单编号	行编码	行状态	计划ID	计划状态	供应商代码	供应商名字	捷普产品编号	捷普产品描述	制造商产品编号	制造商名称	需求数量	已收货数量	未清数量	承诺ID	承诺状态	承诺数量	单位	需求日期	再计划消息
1302480460	1	Open	1	Open	0000260326	Text Connections Inc.	ML1159313	Part Description 1	NPN71234	JABIL	700	0	700	1	Unconfirmed		EA	2024-03-26	

Summary of Discrete Purchase Order Lines/订单项汇总通知 [Ref:fd83d58e-e9bc-4792-94ae-b0d2b126ed15] Inbox x

mailer@services.e2open.com
to me



Summary of Discrete Purchase Order Lines
订单项汇总通知

Supplier Partner,

Jabil has created new purchase orders to review and confirm. To review and provide confirmations, kindly reply to this email with your response in the fields in the table below based on below instructions!

Please note that mandatory fields need to be checked and updated.

PO CONFIRMATION PROCESS

- Promise qty and Confirmation date populate data here in these fields
- Ensure that **Promise qty = Open qty**
- Confirmed Arrival Date: If you cannot confirm it (**dock date at Jabil**), confirm the Ship Date.
Note: You do not need to populate both dates in the file! – as the system will handle that and will calculate the Arrival Date based on your provided ship date + Transit time information from the next field.
- To delete old confirmation line (without replacement), please confirm "0" quantity
- Tracking Number: this information needs to be provided if it's available in 'Tracking number' column
- In case PO confirmation is not possible leave promise qty and date columns empty and choose Supplier Reason Code from DropDown List

#Purchase Order No.	Line ID	Line State	Schedule ID	Schedule State	Supplier Code	Supplier Name	Jabil Part Number	Jabil Part Description	Manufacturer Part Number	Manufacturer Name	Request Qty.	Total Received Qty. (Line)	Open Qty.	Promise ID	Promise State	Promise Qty.	Unit Of Measure	Request Date	Rescheduling Message	Confirmed Arrival Date	Confirmed Ship Date	Transit Time	Tracking Number	No Commit Reason Code	Cancel Request	Cancel Response	Jabil Comment	Supplier Comment	Ship To Site	Buyer Name	Payee Term
#订单编号	行编码	行状态	计划ID	计划状态	供应商代码	供应商名字	捷普产品编号	捷普产品描述	制造商产品编号	制造商名称	需求数量	已收货数量	未清数量	承诺ID	承诺状态	承诺数量	单位	需求日期	再计划消息	承诺到日期	承诺发货日期	运输时间	运单号	不承诺理由	取消申请	取消原因	捷普的意见	供应商的意见	交货站名	采购员名字	付款条件
1302480390	1	Accepted with Changes	1	Accepted with Changes	0000260326	Text Connections Inc.	ML1159314	Part Description 2	NPN05678	JABIL	10000	0	10000	1	Confirmed	3000	EA	2025-01-21		2024-01-21							Partial Commit, No Cancel	PL01	Test Buyer	ZB30	
1302480392	1	Accepted with Changes	1	Accepted with Changes	0000260326	Text Connections Inc.	ML1159314	Part Description 2	NPN05678	JABIL	10000	0	10000	1	Confirmed	10000	EA	2025-02-18						ECN/SPN change			No Cancel	PL01	Test Buyer	ZB30	

New/Open Order Confirmation

- After clicking REPLY to the email, you can edit data in the embedded HTML table.
- You must respond to New and Open Discrete Orders (1). You will have the following options:
 - **Acknowledge PO (2)** with Promise qty and Confirmed Arrival date
 - **No (3) Commit** if you leave promise qty and date fields empty
- After **Acknowledging**, update the Promise Quantity and/or Confirmed Arrival Date/Confirmed Ship Date if needed and the Discrete Order State transitions into Accepted **OR** Accepted w/ Changes (in case promise qty and/or date is different from Jabil requested qty and date!)
- After you populate **No Commit**, Discrete Order status transitions into No Commit

Line ID	Line State	Schedule ID	Schedule State	Supplier Code	Supplier Name	Jabil Part Number	Jabil Part Description	Manufacturer Part Number	Manufacturer Name	Request Qty.	Total Received Qty. (Line)	Open Qty.	Promise ID	Promise Qty.	Unit Of Measure	Request Date	Rescheduling Message	Confirmed Arrival Date	Confirmed Ship Date	Transit Time	Tracking Number	No Commit Reason Code	Cancel Request	Cancel Response	Jabil Comment	Supplier Comment
1	New	1	New	0000260326	Test Connections Inc.	ML1159313	Part Description 1	MPN1234	TEST MFR.	200	1650	50	1		EA	2023-01-11				7						Comment 1
1	Open	1	Open	0000260326	Test Connections Inc.	ML1159313	Part Description 1	MPN1234	TEST MFR.	2000	217	1783	1	1700	EA	2023-01-24	Pull In	2023-09-11		7						Comment 2

ACKNOWLEDGE

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NO COMMIT

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PO Acknowledge

- New and Open PO details are available in the table embedded into the email body text
- We need your feedback on every **PO and Schedule Line (1)** where the status is NEW (recently placed not yet accepted) or OPEN (Jabil made PO Change meanwhile)
- To accept a PO, populate the Promise qty and Confirmation date
- Ensure that Promise qty = **Open qty (2)** (Less qty confirmation is allowed but overcommit is not allowed!)
- **Arrival Date (3):** If you cannot confirm it (dock date at Jabil), confirm the **Ship Date (4)**
- Note: You do not need to populate both dates in the file as the system will calculate the Arrival Date based on your provided ship date + **Transit time (5)** information from the next field.
- **Tracking Number (6):** if the PO is shipped you can provide the tracking number in this column
- You can share any further note or message with Jabil in the **Supplier Comment (7)** column in the table
- **Please send your response back within 72 hours of the mail sent, after that the one-time Token will expire!**

#Purchase Order No.	Line ID	Line State	Schedule ID	Schedule State	Supplier Code	Supplier Name	Jabil Part Number	Jabil Part Description	Manufacturer Part Number	Manufacturer Name	Request Qty.	Total Received Qty. (Line)	Open Qty. (2)	Promise ID	Promise Qty. (2)	Unit Of Measure	Request Date	Rescheduling Message	Confirmed Arrival Date (3)	Confirmed Ship Date (4)	Transit Time (5)	Tracking Number (6)	No Commit Reason Code	Cancel Request	Cancel Response	Jabil Comment	Supplier Comment (7)	Ship To Site	Buyer Name
1302477797	1	New	1	New	0000260326	Test Connections Inc.	ML1159313	Part Description 1	MPN1234	TEST MFR	200	1650	50	1		EA	2023-01-11				7						Comment 1	PL01	Test Buyer
1302477798	1	Open	1	Open	0000260326	Test Connections Inc.	ML1159313	Part Description 1	MPN1234	TEST MFR	2000	217	1783	1	1700	EA	2023-01-24	Pull In	2023-09-11		7			Cancel			Comment 2	PL01	Test Buyer

No Commit

- In case of PO confirmation is not possible, leave the **Promise qty and Confirmed date (1)** fields empty, and share **No Commit Reason Code (2)**
- After you populate **No Commit**, Discrete Order State transitions into No Commit
- **Please send your response back within 72 hours of the mail sent, after that the one-time Token will expire!**

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#Purchase Order No.	Line ID	Line State	Schedule ID	Schedule State	Supplier Code	Supplier Name	Jabil Part Number	Jabil Part Description	Manufacturer Part Number	Manufacturer Name	Request Qty.	Total Received Qty. (Line)	Open Qty.	Promise ID	Promise Qty.	Unit Of Measure	Request Date	Rescheduling Message	Confirmed Arrival Date	Confirmed Ship Date	Transit Time	Tracking Number	No Commit Reason Code	Cancel Request	Cancel Response	Jabil Comment	Supplier Comment	Ship To Site	Buyer Name	Payment Terms	Price Basis	Unit Price	Currency
1302477797	1	New	1	New	0000260326	Test Connections Inc.	ML1159313	Part Description 1	MPN1234	TEST MFR	200	1650	50	1		EA	2023-01-11				7						Comment 1	PL01	Test Buyer	ZE30	1	0.1	USD

PO Cancel Response

- Jabil PO Cancel requests are available in the embedded table in the email text kindly reply to this email with your response in the fields in the table below based on the THREE STEPS below:
- In the case of a PO Cancel Request published by Jabil the Line and **Schedule status (1)** changed to OPEN and the **Cancel Request (2)** field is = CANCEL
- Cancel Response Type (3):** Please type 'Cancel Accepted or Cancel Rejected' comment
- In case of Cancel Accepted, publish **Promise qty (Cancel qty) (4)** and ensure that Promise (Cancel qty) qty is less or equal to **Open qty (5)**
- In case of Cancel Rejection, publish **Promise qty (4)** and **Promise date (6)** information too
- You can send notes or messages to Jabil in the **Supplier Comment column (6)**
- *NOTE: Do not provide a Cancel Response against a PO schedule line or promise line if there is no Cancel Request!

#Purchase Order No.	Line ID	Line State	Schedule ID	Schedule State	Supplier Code	Supplier Name	Jabil Part Number	Jabil Part Description	Manufacturer Part Number	Manufacturer Name	Request Qty.	Total Received Qty. (Line)	Open Qty.	Promise ID	Promise Qty.	Unit Of Measure	Request Date	Rescheduling Message	Confirmed Arrival Date	Confirmed Ship Date	Transit Time	Tracking Number	No Commit Reason Code	Cancel Request	Cancel Response	Jabil Comment	Supplier Comment
1302477797	1	Open	1	Open	0000260326	Test Connections Inc.	ML1159313	Part Description 1	MPN1234	TEST MFR.	200	1650	50	1		EA	2023-01-11				7			Cancel			Comment 1
1302477798	1	Open	1	Open	0000260326	Test Connections Inc.	ML1159313	Part Description 1	MPN1234	TEST MFR.	2000	217	1783	1	1783	EA	2023-03-24				7			Cancel	Cancel Accepted		Comment 2
1302477799	1	Open	1	Open	0000260326	Test Connections Inc.	ML1159313	Part Description 1	MPN1234	TEST MFR.	3000	1000	2000	1	2000	EA	2023-02-21				7	AWB1234		Cancel	Cancel Rejected		Scenario asdasd

Next Steps

Visit our Supplier Portal for more Information:

<https://www.jabil.com/about-us/supplier/supplier-collaboration.html>

JABIL

**MADE POSSIBLE.
MADE BETTER.**