

Excel Email User Guide

Purchase Order (PO), Advance Shipment Notice (ASN) and Forecast

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Purchase Order EXCEL EMAIL

In general, all suppliers should receive PO excel email. Do consult Flex Site Coordinator / Buyer on the actual schedule for each Flex site.

Flex will email the Purchase Order with subject keyword "PO".

<u>NOTE</u>: Flex may also email Purchase Order with subject keyword " **NEW PO Line Only**" when there is a special process in commiting the PO. In this file, it will only contain "New PO", changes are not shown.

FF FSPSCP@FLEX.COM		
- Download of [248417]_FLEX_C832_POCONF_SP000001000_PO		
To 🔗 Roger Luo(SZ)		
Retention Policy Inbox - 6 Months (6 months)	Expires 2019/7/7	
 Heremoved extra line breaks from this message. 		
0000000832POCONF20190108153613.xlsx 85 KB		
Door Valuad Supplier MULTER LIKETD		

Please save the attachment to your local computer. You may keep the same filename, or if you wish to change, pls keep maximum 45 characters. Make sure you save the file with .xlsx extension.



If you are still using the older version of excel, please read section "Instructions for Microsoft Excel 2003 users"

The file contained 3 worksheets:

1. List of Open Purchase Orders, including New or Change or Cancel Requests:

	Α	в	с	D	E	F	G	н	1	L	к	L	1
1	Purchase	Order Data	1										
2	Date Forn	DD.MM.Y	Created B	GSSKGUN	Α		Initiated O	24.11.2017	Time	15:02:12	UTC+8	Number F	1234
3	For Reque	est cancel l	ine, If supp	olier do no	t agree on	Flex Reque	est cancel ,	Please ma	ke sure to	change co	nfirmed Q	ty from Zei	ro Qt
4	SEQNO	TO_BE_CO	REQUESTE	ACTIONST	ITMSTAT	POORDER	POLINE	SUPPLIER	SUPP_NA	SHIP_FRO	BUYERCO	BUYER_NA	ORD
5	1			ASN-Conf	Open	ABD58	00010	200000021	MULTEK H	832SP2001	832502	Hans Kleu	09/0
6	2			ASN-Conf	Open	ABD58	00020	200000021	MULTEK H	832SP2001	832502	Hans Kleu	09/0
7	3			ASN-Conf	Open	ABD58	00030	200000021	MULTEK H	832SP2001	832502	Hans Kleu	09/0
8	4			Confirmed	Open	GK-94	00010	200000021	MULTEK H	832SP2001	999908	SRINIVAS	09/2
٩	5		¥	Channa D/	Onen	GY-95	00010	200000021	MULTEK H	833503001	9999908	SRINIVAS	<u></u>
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2	NOTE: S	upp	lier is on	ly to p	provi	de res	pons	es in f	fields	highlig	nted i	n Yello	ow. All	othe	r field	ls are	infor	mat	ive a	nd if c	hange	d wil	lbe
3																							
4																							
5	SEQNO	Т	D_BE_CO	NF				REQU	JESTED)		ACTIO	NSTATI	US									
6		1						х			0	Change	e PO Li	ne									_
7	_	2									0	Confir	ned										_
8		3						х			1	New P	O Line										
٩		-	Cumuli						Flow	Ctanda	d TR	~	· ·										
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l€ 1 2 3 4 5 6 7	A STANDA 1. REVO terms o such acc such ass countrie	ARD CAT f thi cept sent 25. T	B TERMS A ION ANE s Order a ance is e In addit he term:	erm (ND CO EFFE ind Fl xpres ion to of th	DNDI CT OI extro sly m o the is Or	nd TIONS ORD nics h ade o other der ar	Cor o of I ER. T ereb n cor term e the	PURCH his pury object ndition is in the sole a	IASE rchase ects to n of as his Ord and ex	e order any dif sent by der, this cclusive	Cord ("Ord feren Selle Orde term	G G er") m of or ac er to th er expr is on w	e Or Hay be Idition te term ressly i rhich F	der revok nal ter ns her includ	ed at ms co reof, a les all onics a	any t ontain and th impli agree	J ed in e shi ed w s to b	prior any pme arra e bo	to FI resp ent of nties ound.	K extroi onse the p and a	nics' re to this produc all of F	eceip Orde ts cov lextro	t of v er. To verei onics
le 1 2 3 4 5 6 7 8	A STANDA 1. REVO terms o such acc such ass countrie 2. DELIV	ARD CAT f thi cept sent es. T	ard T B TERMS A ION ANE s Order a ance is e In addit he terms	erm (ND CO EFFE ind Fl xpres ion to of the	S A CNDI CT O extro sly m the is Or e esse	nd E TIONS ORD nics h ade o other der ar	Cor o FR. T ereb n cor term e the	PURCH his purch y obje ndition is in th sole a	IASE rchase ects to n of as his Ord and ex	e order any dif sent by der, this clusive	Purc ("Ord feren Selle Sorde term	G (er") m of or ac er to th er expr os on w Goods	e Or Hay be Iddition the term ressly i which F	der revok nal ter includ lextro	I ms co reof, a les all onics a nance	any t ontain and th impli agree of an	j ed in e shi ed w s to b y Ser	rior any pme arra e bo	to FI resp ent of nties ound.	K extroi onse the p and a	nics' re to this produc all of Fl made p	eceip Orde ts cov lextro	I t of v er. To vere onics ant t
1 2 3 4 5 6 7 8 9	A STANDA 1. REVO terms o such acc such ass countrie 2. DELIV	ARD CAT f thi cept sent es. T	B TERMS A ION ANE s Order a ance is e In addit he terms	erm ND CO EFFE ind Fl xpres ion to of the	S a CDNDI CT OI extro sly m the is Or e esse	nd (TIONS ORD nics h ade o other der ar	Cor o OF I ER. T ereb n cor term e the n this	PURCH his pu y object of the sole of sole of s	IASE rchase ects to n of as his Ord and ex er. Deli	of F F e order any dif sent by der, this colusive	Purc ("Ord fferen y Selle S Orde term	G G ler") m it or ac er to th er expr is on w Goods	e Or hay be ddition he term ressly i which F and pe	der revok nal ter ns her includ lextro	I ms co reof, a les all onics a nance	any t ontain and th impli agree of an	J ed in e shi ed w s to b y Ser	prior any pme arra e bc vice	to Fl resp int of nties ound. s sha	K extroi onse the p and a Il be r	L nics' re to this produc all of Fl made p prorm	eceip Orde ts cov lextro oursu	t of v er. To vere onics ant t
1 1 2 3 4 5 6 7 8 9	A STANDA 1. REVO terms o such acc such acc countrie 2. DELIV	ARD CAT f thi cept sent res. T	B FERMS A ION AND S Order a ance is e In addit he term: Time is Flex St	erm (ND CO EFFE ind Fl xpres ion to of the of the anda	S A CONDI CT OI extro sly m the is Or e esse	nd TIONS FORD nics h ade o other der ar	Cor GOFI ER. T eereb n cor term e the n this ns fr	PURCH his pu y obje ndition is in the sole a sole a sole a to orde	IASE rchase ects to n of as his Ord and ex er. Deli	of F F any dif sent by der, this colusive	Corde ("Orde feren Selle Corde term	G G er") m t or ac er to th er expr is on w Goods	e Or Hay be Iddition the term ressly i which F	der revok nal ter ns her includ ilextro erforn	I ms co reof, a les all pnics a nance	any t ontain and th impli agree of an	J ime p ed in ed w s to b y Ser lor sh	rior any pme arra e bo vice	to Fl resp ent of nties bund.	K extroi onse the p and a Il be r	L nics' re to this produc all of F made p	eceip Orde ts cov lextro bursu	t of ver. To vere onics ant t

2. Instructions on how to provide the commits and submit response to Flex

Viewing Excel File

З.

In Excel sheet some of the data column may not be fully displayed. To correctly display the data in proper grid you may follow bellow steps.

Note : All yellow marked columns are meant for supplier to enter commits

1. Click the grid located in top left corner of Excel sheet to select all working area of the Excel sheet:

	A	В	С	D	E	F	G	Н	1	L	К	L	M	N	0	р	-
1	b elis	t for Purchasi	ng Docume	ents													
2	Dat	DD.MM.Y	Created B	GSSGOKR	A		Initiated (22.11.201	Time	15:57:21	CST						
3	ASNID	A A	ORDERID	ITMID	SHIPFRON	SUPP_NA	PACKING	PRIORITY	DELV_DAT	SHIP_DAT	SHIPTO_L	SHIPTO_D	PRODUCT	PROD_DE	REVISION	DUE_QTY	
4	0001		1001	00000000	1832SP2001	MULTEK H	K LTD	ETA	12/24/201	12/24/201	832832SW	WIP ware	SNEE-ODM	ENGINE P	WB DORIS	8,000	
5	0002		~	00000000	2832SP2001	MULTEK H	K LTD	ETA	12/24/201	12/24/201	832832SW	WIP ware	SNEE-ODM	ENGINE P	WB DORIS	7,895	
6	0003	Click har	a ta cala	at the u		TEK H	K LTD	ETA	12/24/201	12/24/201	832832SW	WIP ware	SNEE-ODM	ENGINE P	WB DORIS	7,969	
7	0004	Click her	e to sele	ect the w	vnoie	TEK H	K LTD	ETA	12/24/201	12/24/201	832832SW	WIP ware	SNEE-ODM	ENGINE P	WB DORIS	7,987	
8	0005	working	area of	Excel Sh	eet	TEK H	K LTD	ETA	12/24/201	12/24/201	832832SW	WIP ware	SNEE-ODM	ENGINE P	WB DORIS	8,000	
9	0006		1009	00000004	4832SP2001	MULTEK H	K LTD	ETA	12/24/201	12/24/201	832832SW	WIP ware	SNEE-ODM	ENGINE P	WB DORIS	7,886	
10	0007		1010	0000000	100000000	MILLI TEK L	KITD	ETA	12/24/201	12/24/201	022022514	MID woro	SNIEE ODA	ENICINE D	MAR DODIC	7 000	

2. Move the mouse and point to the line between column A and Column B, "

	А	1	В	С	D	E	F	G	Н	1	J	K	L	М	N	0	Р	
1	Duelis	t for	chasin	g Docume	nts													9
2	Date F	orn D	X	Created B	GSSGOKR	A		Initiated 0	22.11.201	Time	15:57:21	CST						
3	ASNID	Z	A	RDERID	ITMID	SHIPFROM	SUPP_NA	PACKING	PRIORITY	DELV_DAT	SHIP_DAT	SHIPTO_L	SHIPTO_D	PRODUCT	PROD_DE	REVISION	DUE_QTY	
4	0001		1		000000001	832SP2001	MULTEK H	K LTD	ETA	12/24/201	12/24/201	832832SW	WIP ware	SNEE-ODA	ENGINE P	WB DORIS	8,000	
5	0002			~	25 - 63		H	K LTD	ETA	12/24/201	12/24/201	832832SW	WIP ware	SNEE-ODA	ENGINE P	WB DORIS	7,895	
6	0003	M	ove the	e mouse	to the l	ine	н	K LTD	ETA	12/24/201	12/24/201	832832SW	WIP ware	SNEE-ODM	ENGINE P	WB DORIS	7,969	
7	0004	be	etween	column	A and C	Column E	3和 H	K LTD	ETA	12/24/201	12/24/201	832832SW	WIP ware	SNEE-ODM	ENGINE P	WB DORIS	7,987	
8	0005	-		1009	00000000	052572001	WIULTER	K LTD	ETA	12/24/201	12/24/201	832832SW	WIP ware	SNEE-ODM	ENGINE P	WB DORIS	8,000	
9	0006		1	1009	000000004	832SP2001	MULTEK H	K LTD	ETA	12/24/201	12/24/201	832832SW	WIP ware	SNEE-ODA	ENGINE P	WB DORIS	7,886	
10	0007		1	1010	000000001	832SP2001	MULTEK H	K LTD	ETA	12/24/201	12/24/201	832832SW	WIP ware	SNEE-ODM	ENGINE P	WB DORIS	7,999	

3. Double click mouse to extend the width of grids. All the grids will be extended to display the whole values, as show in below

PO number and PO line number

For Request	cancel lin	e, If supplie	er do not a	gree on F	Plex Request cancel ,Please ma	ke sure to change confirmed Qty f:	rom Zero Qty to Actual
When confir	m a PO(TO_BI	E_CONF is "Y	<u>")please v</u>	validate_	the information in YELLOW colu	umns "SUPPLIER_CONFIRM_QTY", "SU	PPLIER_CONFIRM_DATE",
SEQNO	TO_BE_CONF	REQUESTED	PO_NUMBER	PO_LINE	ACTIONSTATUS	CHANGE_DETAILS	PO_STATUS
13			J15M22151	0010	Confirmed		Open
14		Х	J15M22151	0020	Change PO Line	Quantity Changed	Open
19		Х	J15M22155	0011	New PO Line		Open
27		Х	J15M22162	0010	Request Cancel	Quantity Changed	Open
34		Х	J15M22168	0010	Request Partial Cancel	Quantity Changed	Partially Delivered
36		Х	J15M22170	0010	New PO Line		Open
37			J15M22176	0010	ASN-Confirmed		Open
38			J15M22179	0010	ASN-Confirmed		Open
39		Х	J15M22180	0011	Change PO Line	Date Changed, Quantity Changed	Open
50		Х	J15M22187	0010	Split_Pending Flex action		Open
51		Х	J15M22187	0010	Split_Pending Flex action		Open
52		Х	J15M22188	0010	New PO Line		Open
53		Х	J15M22192	0010	New PO Line		Open
58		Х	J15M22202	0010	New PO Line		Open

<u>PO line status</u>

The "ACTIONSTATUS" provides useful information to show PO line status:

For Request	cancel lin	e, If suppli	ler do not a	gree on F	lex Request cancel ,Please ma	ake sure to change confirmed Qty f	rom Zero Qty to Actual 🛛
When confir	m a PO(TO_BI	E_CONF is "	Y")please	validate :	the information in YELLOW col	umns "SUPPLIER_CONFIRM_QTY", "SU	PPLIER_CONFIRM_DATE", "
SEQNO	TO_BE_CONF	REQUESTED	PO_NUMBER	PO_LINE	ACTIONSTATUS	CHANGE_DETAILS	PO_STATUS
13			J15M22151	0010	Confirmed		Open
14		Х	J15M22151	0020	Change PO Line	Quantity Changed	Open
19		Х	J15M22155	0011	New PO Line		Open
27		х	J15M22162	0010	Request Cancel	Quantity Changed	Open
34		х	J15M22168	0010	Request Partial Cancel	Quantity Changed	Partially Delivered
36		Х	J15M22170	0010	New PO Line		Open
37			J15M22176	0010	ASN-Confirmed		Open
38			J15M22179	0010	ASN-Confirmed		Open
39		х	J15M22180	0011	Change PO Line	Date Changed, Quantity Changed	Open
50		Х	J15M22187	0010	Split_Pending Flex action		Open
51		Х	J15M22187	0010	Split_Pending Flex action		Open
52		Х	J15M22188	0010	New PO Line		Open
53		Х	J15M22192	0010	New PO Line		Open
58		Х	J15M22202	0010	New PO Line		Open

- New PO Line: New PO Line from Flex
- Change PO Line: PO line change from Flex
- Confirmed: Supplier confirmation of the PO line
- Request Cancel: Cancellation request from Flex
- Request Partial Cancel: Back order Qty cancellation request from Flex
- Accept Cancel: Supplier has accepted cancellation request by Flex
- Supplier Cancel: Cancellation request from supplier to Flex
- **Split-Pending Flex Action:** To show that supplier has done split confirmation of the PO line but to be confirmed by Flex. The PO line with "Split-Pending Flex Action" cannot be re-confirmed or modified as these split lines are pending acceptance by Flex.
- **ASN Confirmed:** To show ASN has been created for the PO line, changes or reconfirmation for this PO line is allowed only for Date changes.

For action status "<u>New PO Line", "Change PO Line", "Request Cancel" or "Request Partial Cancel</u>" these PO Lines requires confirmation; and it will mark "X" in "REQUESTED" column.

For action status "<u>Confirmed", "Split-Pending Flex Action", "ASN-Confirmed", "Accept Cancel" and</u> <u>"Supplier Cancel</u>" confirmation or action is not required. and it will be Blank in "**REQUESTED**" column.

<u>NOTE</u>

- Action Status "Confirmed", or "Accept Cancel", Multiple commits are allowed for all open PO lines.
- Action Status "Split-Pending Flex Action" changes or reconfirmation is not allowed as the entire PO line is locked after action is done.
- Action Status "ASN-Confirmed" is allowed only for Date changes and only Changes in Date will be updated even if the response submitted with combination of Price, Qty or MPN changes
- For ease of PO confirmation, it is recommended to use REQUESTED (column C) and ACTIONSTATUS (column D) to filter PO lines.

PO line delivery status

For Request	cancel lin	e, If suppl	ier do not a	gree on F	lex Request cancel ,Please ma	ake sure to change confirmed Qty f	rom Zero Qty to Actual	confirm Qty in "SU
When confir	m a PO(TO_B	E_CONF is '	"Y")please v	/alidate :	the information in YELLOW col	umns "SUPPLIER_CONFIRM_QTY", "SU	PPLIER CONFIRM DATE",	"SUPPLIER_CONFIRM_P
SEQNO	TO_BE_CONF	REQUESTED	PO_NUMBER	PO_LINE	ACTIONSTATUS	CHANGE_DETAILS	PO_STATUS	FLEX_PART_NUMBER
13			J15M22151	0010	Confirmed		Open	AUC1H-SCNB10021
14		Х	J15M22151	0020	Change PO Line	Quantity Changed	Open	AUC1H-SCNB10021
19		Х	J15M22155	0011	New PO Line		Open	AUC1H-SCNB10021
27		Х	J15M22162	0010	Request Cancel	Quantity Changed	Open	AUC1H-SCNB10021
34		Х	J15M22168	0010	Request Partial Cancel	Quantity Changed	Partially Delivered	AUC1H-SCNB10021
36		Х	J15M22170	0010	New PO Line		Open	AUC1H-SCNB10021
37			J15M22176	0010	ASN-Confirmed		Open	AUC1H-SCNB10021
38			J15M22179	0010	ASN-Confirmed		Open	AUC1H-SCNB10021
39		Х	J15M22180	0011	Change PO Line	Date Changed, Quantity Changed	Open	AUC1H-SCNB10021
50		Х	J15M22187	0010	Split_Pending Flex action		Open	AUC1H-SCNB10021
51		Х	J15M22187	0010	Split_Pending Flex action		Open	AUC1H-SCNB10021
52		Х	J15M22188	0010	New PO Line		Open	AUC1H-SCNB10021
53		Х	J15M22192	0010	New PO Line		Open	AUC1H-SCNB10021
58		Х	J15M22202	0010	New PO Line		Open	AUC1H-SCNB10021

Column PO_STATUS to show delivery status of PO line.

The statuses are;

- **Open:** PO Line is Open
- Partially Delivered: Partial receipts have been made.
- Delivery Completed: PO Line Item is Fully received. This status is used only for consumption PO line
- The file will not include Purchase Orders where PO Line have Delivery Completed (Except for Consumption PO line) or Fully Cancelled. Delivery Completed is based on Flex's receipts.
- Always USE the LATEST PO Excel file for commits
 Avoid using any previous PO excel file. If you work with old excel file to make confirmation for a PO
 line that was already closed or ini in Flex system, these will be ignored by Flex.
- If the PO line Action Status = "Delivery completed" with Item category = Consumption, it means Flex has sent to you the consumption PO (CPP PO) line with fully received qty.
 This is to inform that Flex has consumed the Qty.

You **MUST** confirm the Consumption PO line "As Is". Any change on the defaulted confirmation (Qty, Delivery date, Price, MPN) will not be accepted and process by Flex.

Once the Consumption PO has been confirmed, it will no longer be displayed in the next file to specify that you have acknowledged and proceed with invoice to Flex .

Making confirmation to the PO Data

To ease supplier on viewing and commit to PO, the required data were highlighted in yellow;

- Fields highlighted in Yellow are meant for COMMITS.
- All other columns are for INFORMATION only and if there are any updates made will be ignored by Flex

Review and confirm quantity (SUPPLIER CONFIRM QTY)

"SUPPLIER CONFIRM QTY" is marked in yellow, which is used to confirm Quantity.

MED_QII COLUMN.				
TY", "CONFIRMED_DATE" :	are the mandatory fi	elds		
DESCRIPTION	LAST_REQUEST_QTY	NEW_REQUESTED_QTY	SUPPLIR CONFIRM QTY	QTY_UOM
TestProduct	0.00	2500.00	2500.00	FOT
TestProduct	0.00	2500.00	2500.00	FOT
Prodct	0.00	8000.00	8000.00	EA
Prodct	0.00	8000.00	8000.00	EA
Prodct	0.00	8000.00	8000.00	EA
TestProduct	0.00	4500.00	4500.00	EA
TestProduct	0.00	4500.00	4500.00	EA
TestProduct	9000.00	2250.00	2250.00	EA
KEYBOARD PWB MELINDA 2.0	10.00	0.00	0.00	EA
KEYBOARD PWB MELINDA 2.0	0.00	1.00	1.00	EA

- For a PO line which has NOT been confirmed, the supplier confirm Qty is default same as latest Requested Qty. You will see the latest Flex request Qty in "NEW_REQUESTED_QTY" column
- For Change PO line, Flex request Qty will always show latest Request Qty which may be different than previously confirmed. You can review previous confirmed Qty in "SUPPLIER CONFIRM QTY" before making any commits
- For Request cancel PO line, the New request Qty will show as Zero, the previous request Qty is in "LAST_REQUEST_QTY" column, and previous confirmed Qty is display in "SUPPLIER CONFIRM QTY".
- You can enter confirm Qty as new commit. The values in this field must be numeric. Blank cells or negative numbers are not acceptable.
- For split PO line confirmation, please refer to section "<u>Make confirmation for split line in PO Excel</u> sheet" in this document.

Review and confirm Delivery / Ship Date (SUPPLIER CONFIRM DATA)

ETA/ETD column is to indicate the type of request Date. Pls review this column before confirming Date:

QTY_UOM	ETA/ETD	LAST_REQUEST_DATE	NEW_REQUEST_DATE	SUPPLIR CONFIRM DATE
FOT	ETA		03.05.2013	03.05.2013
FOT	ETA		03.05.2013	03. 05. 2013
EA	ETA		24.06.2016	24.06.2016
EA	ETA		24.06.2016	24.06.2016
EA	ETA		24.06.2016	24.06.2016
EA	ETA		01.02.2016	01.02.2016
EA	ETA		01.02.2016	01.02.2016
EA	ETA	01.02.2016	01.02.2016	01.02.2016
EA	ETA		14.12.2017	14.12.2017
EA	ETA		13.12.2017	13.12.2017

 ETA (Estimated Time of Arrival): If it is marked with "ETA" in this field, then the field "LAST_REQUEST_DATE", "NEW_REQUEST_DATE" and "SUPPLIER CONFIRM DATE" are considered as Delivery date. • ETD (Estimated Time of Departure): If it is marked with "ETD" in this field, then the field "LAST_REQUEST_DATE", "NEW_REQUEST_DATE" and "SUPPLIER CONFIRM DATE" are considered as Ship date.

By default, all PO lines are considered as ETA in Flex's system. You are required to communicate with site EBS coordinator or Buyer for agreement if ETD is to be implemented.

Pls enter the commit Dates.

The date format must follow the same format as specified;

- The Date should not be blank
- The Date should not be Past Due
- The Date MUST NOT be beyond 31 Dec 2037

Example – The warning message for past due confirmed date:

System processed the 2000000210_POCONFN_SP000001000_UL_0000000832_JUSTO file you uploaded. Please check the log for details.	•
File upload job completed for profile number 255569 Processing file Copy of 0000000832POCONFN20190618175652.xlsx	
Summary Status: Summary of PO received: 2 Summary of PO successfully process: 2 Summary of PO unsuccessfully process: 0	
Details for successfully processed PO with warnings: Past Due date is provided for PO TEST02403, line 00010 schd. line 0000000002	
Please do not reply to this auto generated mail.	¥

 For split PO line confirmation please refer to section "<u>Make confirmation for split line in downloaded</u> <u>PO Excel sheet</u>"

Review and confirm Price (SUPPLIER CONFIRM PRICE)

SUPPLIER CONFIRM PRICE column which is to show supplier confirmed Price

REQUEST_PRICE	SUPPLIR CONFIRM PRICE	CURRENCY	PRICE_UOM	
100.000000	100.000000	USD	FOT	
100.000000	100.000000	USD	FOT	Ĺ
0.000630	0.000630	USD	EA	ĺ
0.000630	0.000630	USD	EA	ĺ
0.000630	0.000630	USD	EA	ĺ
0.024000	0.024000	USD	EA	
0.024000	0.024000	USD	EA	
0.035000	0.035000	USD	EA	
-				

- For a PO line which has not been confirmed, the supplier confirm Price is defaulted per Flex Request Price (REQUEST_PRICE column).
- For Change PO line, you can review previous confirmed price before confirming. The values in this field must be numeric. Blank or negative numbers is not acceptable.

Review and confirm MPN (SUPPLIER CONFIRM MPN)

SUPPLIER CONFIRM MPN column is used for suppler to confirm MPN (Manufacture Part Number).

PRICE_UOM	REQUEST_MPN	SUPPLIR CONFIRM MPN	BUYER_NOTES
FOT	PI5A100WEX	PI5A100WEX	
FOT	PI5A100WEX	PI5A100WEX	
EA	234	234	
EA	234	234	
EA	234	234	
EA	MP1474-C555-LF-Z	MP1474-C555-LF-Z	
EA	MP1474-C555-LF-Z	MP1474-C555-LF-Z	
EA	MP1474-C555-LF-Z	MP1474-C555-LF-Z	

- For a PO line which has not been confirmed, the "SUPPLIER CONFIRM MPN" will show the same as request MPN (REQUEST_MPN column). If request MPN is blank, then the "SUPPLIER CONFIRM MPN" is blank and you are not required to commit MPN
- For Change PO line, you may review previous confirmed MPN and re-confirm if it is different than Flex Request MPN. Negative numbers are not acceptable.

TO_BE_CONF

Once all data is reviewed and confirmed (Qty, Price, Date and MPN) pls go to column B "**TO_BE_CONF**", pls enter "Y" or "y" as indication to commits and proceed to response to Flex.

For Request	cancel lin	e, If suppli	er do not a	gree on F	lex Request cancel ,Please ma	ake sure to change confirmed Qty f	rom Zero Qty to Actual (
When confin	ma PO(TO B)	E_CONF is "I	(")please v	/alidate :	the information in YELLOW col	umns "SUPPLIER_CONFIRM_QTY", "SU	IPPLIER_CONFIRM_DATE", '
SEQNO	TO_BE_CONF	REQUESTED	PO_NUMBER	PO_LINE	ACTIONSTATUS	CHANGE_DETAILS	PO_STATUS
13			J15M22151	0010	Confirmed		Open
14	Y	Х	J15M22151	0020	Change PO Line	Quantity Changed	Open
19	Y	Х	J15M22155	0011	New PO Line		Open
27	Y	Х	J15M22162	0010	Request Cancel	Quantity Changed	Open
34	Y	Х	J15M22168	0010	Request Partial Cancel	Quantity Changed	Partially Delivered
36	Y	Х	J15M22170	0010	New PO Line		Open
37			J15M22176	0010	ASN-Confirmed		Open
38			J15M22179	0010	ASN-Confirmed		Open
39	Y	Х	J15M22180	0011	Change PO Line	Date Changed, Quantity Changed	Open
50		Х	J15M22187	0010	Split_Pending Flex action		Open
51		Х	J15M22187	0010	Split_Pending Flex action		Open
52	Y	Х	J15M22188	0010	New PO Line		Open
53	Y	Х	J15M22192	0010	New PO Line		Open
58	Y	Х	J15M22202	0010	New PO Line		Open

By default, this field is blank which means no confirmation will be process in Flex system and the PO Line Item will remain as is.

If confirmation is done on Qty, Price, Date or MPN but "TO_BE_CONF" fields is blank, the Purchase Order Line Item will not be process and the updates will be lost.

Save and respond PO confirmation with email

- 1. Once you have reviewed and made all confirmation, save the Excel sheet as .xlsx format Any other format is not acceptable
- 2. Open the original PO excel email in which you received from Flex.
- 3. You MUST reply to this e-mail by clicking "Reply" button. It will use the same server mail address FSPSCP@FLEX.COM and the same e-mail subject in the reply message.

4. Attach the PO excel confirmation file and send the Mail.

🔗 RE: Down	load of [5439] 2000	0000210_POCONF_SP000001002_U	L_0000000832 profile for Purchase Order Com	firmation 🔳 🗖 🔀
Ele Edit	View Insert Format	: Iools Table <u>W</u> indow Help	T	/pe a question for help 🛛 💌 🗙
i 🕼 🔛	🔄 🗳 🛕 繁・	🎔 📖 🐰 🖻 🕵 🛷 🔊 - (२ -) (9. 👽 💷 🙉 j 💷 👫 🛃 🖓 🦨 🗶 100% 🗉 🎯 I	III Read
Atta	ach the PO co	nfirmation .xlsx file into	■専軍醫師・ 旧旧碑碑 型・A	• 🐴 🛞 🖕
💷 the	reply mail	~~~~	*	
🔛 cc			-	
DBcc				
Subject:	RE: Download of L	000000210_POCONF_SP000001002_UL_00	00000832 profile for Purchase Order Confirmation	
Attach	@000000832POCO	#20120116000217.xlsx (316 KB)		Attachment Options
Ι				1
With Be	st Regard			

Note:

As the email subject contains important information for PO response process, please keep the default email subject in the reply mail. Do not make any change on the subject.

PO Response acknowledgement mail

After submitting the file, it may take 10-15 minutes (depending on the size of the file and the speed of the network) to process the data in the Flex server and publish to Flex system. Pls keep this in mind when communicating an urgent confirmation to the Buyers.

Flex will send an acknowledgement with PO line response status details Below is the sample of acknowledgement mail, notice the email subject contains: User Id_Subject (POCONF)_Supplier Id_Company code.



Dear Supplier WaiHung Cheung,

System processed the 2000023073_POCONF_SPP00004764_UL_0000000440_ZEWDAY file you uploaded. Please check the log for details.

File upload job completed for profile number 859659 Processing file 0000000440POCONF20171020020415.xlsx

Summary Status: Summary of PO received: 883 Summary of PO successfully process: 881 Summary of PO unsuccessfully process: 2

Details for unsuccessful PO: Order 44J010627, item 00010: shipping date/time not available in schedule line 0000000001 Order 44J010627 not saved

Order 44J010626, item 00010: shipping date/time not available in schedule line 0000000001 Order 44J010626 not saved

It contained

- 1. Summary Status:
 - Eg. Summary of PO received: 883 Summary of PO successfully process: 881 Summary of PO unsuccessfully process: 2

- Details for unsuccessful PO: Eg. Order 44J010627, item 00010: shipping date/time not available in schedule line 0000000001 Order 44J010627 not saved
- Details for successfully processed PO without warnings Details for successfully processed PO with warnings: 44J002060, 44J003361 Eg. Prop.MPN Column is not filled for PO 44J000798 item no 00010

For "unsuccessful PO" please check the error details, make corrections in the file and re-response.

NOTE:

- Please make sure that you received acknowledgement mail for all PO commit
- If you do not receive acknowledgement mail, please contact <u>fspsupport@flex.com</u> for further guidance by forwarding your previous PO response email (the mail you send to <u>fspscp@flex.com</u> with PO Excel file attached).
- Do not "reply" to the PO line response status mail, use "forward" email to fspsupport@flex.com

PO exception e-mail

When there is a discrepancy of PO confirmation to Flex request such Qty, Price or MPN, Flex will trigger exception e-mail to inform about the exceptions.

You need to review the details, contact Buyers for discussion and recommit again if necessary.

This exception mail is optional.

You will receive if Buyers wish to notify you. You need to work with the Buyer to close the exceptions as these PO were not updated in Flex ERP system unless Buyers agree.

Past Due Date Exception mail (Example):

MULTEK HK LTD PO# T	EST01944, Revisior	1, Seq. 0, excepti	on processed in Baan			
HDR / LIN Field Label	Old Value	Requested Value	Committed Value	New PO Value	AcSta.	
Following Changes wer	re received but NO	T loaded in Baan:				
LINE 10 Item SNE LINE 10 PO Line is blo	EE-ODM30-70660/ cked as ETA is past	A1 due date.				
Retention Policy Inbox - 6 Montl	hs (6 months)			Expire	2019/12/16	
MULTEK HK LTD PO#	TEST02403, Revi	sion 0, Seq. 0, e	exception processed i	n Baan		
HDR / LIN Field Label	Old Value	Req	uested Value	Committed Value	New PO Value	AcSta.
Following Changes we	re received but NC	T loaded in Baan:				
LINE 10 Item LINE 10 ETD LINE 10 PO Line is	SNEE-ODM30 NULL blocked as ETD is	D-70660/A1 past due date.	06-21-2019	06-17-2019	NULL	

Overcommit Qty Exception mail (Example):

Under commit Qy Exception mail:

Price Exception mail:

 MULTEK HK LTD PO# TEST01662, Revision 1, Seq. 0, exception processed in Baan

 HDR / LIN Field Label
 Old Value
 Requested Value
 Committed Value
 New PO Value
 AcSta.

 ------ ------ ------ ------ ------

 Following Changes were received but NOT loaded in Baan:
 ------ ------

 LINE 10
 Item
 SNEE-ODM30-70660/A1

 LINE 10
 ETA
 10-11-2016
 0-28-2016
 10-11-2016

 LINE 10
 Price
 0.1
 0.1
 0.11

 LINE 10
 Committed Price 0.100000 is different of actual PO Line Price 0.110000. PO Line not updated.

MPN Exception mail (Example):

```
      MULTEK HK LTD PO# TEST01941, Revision 1, Seq. 0, exception processed in Baan

      HDR / LIN Field Label
      Old Value
      Requested Value
      Committed Value
      New PO Value
      AcSta.

      Following Changes were received but NOT loaded in Baan:
      INE 10
      Item
      SNEE-ODM30-70660/A1
      Item
      LINE 10
      Quantity
      120
      120
      Item
      Old Value:
      TEST
      - Requested Value: TEST
      - Requested Value: TEST
      - Commited Value: TEST
      - Commited Value: TEST
      - Commited MPN TEST001
      - New PO Value:
      TEST
      - New PO Value: TEST
      - Requested Value: TEST
      - Requested Value: TEST
      - Requested Value: TEST
      - Reversion Value: TE
```

Make confirmation for split line

Pls keep in mind that when you spilt a PO line, NO CHANGES should be made to the **Price** or **Manufacturing Part Number** (MPN), as those changes will NOT be accepted by Flex.

Changes to the Price or MPN can only be made once the <u>split PO line is accepted</u> and New PO line is created. In this example, I will split the original line item into two deliveries.

Create split PO line

• Select the PO line for split

8 For 9 When 10 SEQI	Request car n confirm a NO TO_E	Clic	k here to sel	ect the PC	D	Flex Request cancel ,Plea ate the information in YEL E ACTIONSTATUS	ase make sure to change confi LOW columns "CONFIRMED_QTY" CHANGE_DETAILS	rmed Qty from Zero Qty , "CONFIRMED_DATE", PO_STATUS	to Actual confirm Qty "CONFIRMED_PRICE". " FLEX PART_NUMBER
11 1		mic	you want to	John		Change PO Line	Date Changed, Date Changed	Open	TPK-102771-105
12 2			8	3BF62825	0010	Confirmed		Open	SNEE-ODM30-70660/A1
18 3			8:	3BF62825	0020	New PO Line		Open	SNEE-ODM30-70660/A1
14 4			8:	3BF62826	0010	Confirmed		Open	SNEE-ODM30-70660/A1
15 5	Y		X 8:	3BF62826	0020	Request Cancel	Quantity Changed	Open	SNEE-ODM30-70660/A1
16 6	Y		X 8:	3BF62826	0030	Request Partial Cancel	Quantity Changed	Partially Delivered	SNEE-ODM30-70660/A1
17 7			8	3BF62826	0040	Confirmed		Open	SNEE-ODM30-70660/A1

Right click the mouse, and choose "Copy" to copy the selected row

7	A Number F123	Right o	lick the sele	cted row and	choose	F	G	Н
8	For Request	"Copy	' from the p	op-up menu		ex Request cancel ,Plea the information in YEL	ase make sure to change confin LOW columns "CONFIRMED OTY"	rmed Qty from Zero Qty , "CONFIRMED DATE",
1 🛪	≷体 v 11 v A [*]	Ň		PO_NUMBER	PO_LINE	ACTIONSTATUS	CHANGE_DETAILS	PO_STATUS
1 E	$I \equiv \Diamond \cdot \downarrow$	0	.00	441003262	0010	Change PO Line	Date Changed, Date Changed	Open
1_				83BF62825	0010	Confirmed		Open
12	6	1		83BF62825	0020	New PO Line		Open
19	6			83BF62826	0010	Confirmed		Open
5.6	<u>С</u> ору	1	X	83BF62826	0020	Request Cancel	Quantity Changed	Open
	Paste Ontions	1	X	83BF62826	0030	Request Partial Cancel	Quantity Changed	Partially Delivered
1	- rusce options:			83BF62826	0040	Confirmed		Open
1				83BF62828	0010	Split-Confirmed	Date Changed,	Open
1	Paste Special			83BF62828	0010	Split-Confirmed	Date Changed,	Open
2	r asce <u>o</u> pectanti			83BF62829	0010	ASN-Confirmed		Open

• Then select the next row, and right click the mouse on the next row, and choose "Insert Copied Cells" to paste the same PO line into a new row

• All data from original line will be copied to the new created line

A14	× 11	XV	3	fx 4				_		
6 D	A ate FormDD.	Right choos	clic se "	ck the Insert	mouse Copie	e on next row, a d Cells"	nd	F		G
8 Fo	or Request ca nen confirm a	ancel *		CONF i	plier .s "Y'	do not agree on ') please valida	Flex Req te the in	uest cancel ,Please ma nformation in YELLOW c	ake sure to ch olumns "CONF	ange confirmed Qty fr IRMED_QTY", "CONFIRM
10 0			·	DEOUE	TED	PO_NUMBER	PO_LINE	ACTIONSTATUS	CHANGE_DETAIL	.S
1: 禾4		A S	- %	, · 🖻		441003262	0010	Change PO Line		
11 B	I A	- · · ·	.0 .00	8 💉		83BF62825	0010	Confirmed	Date Changed,	Date Changed
15	<u> </u>					83BF62825	0020	New PO Line		
1						83BF62826	0010	Confirmed	Date Changed,	Date Changed
1: 💑	Cu <u>t</u>			X		83BF62826	0020	Request Cancel	Date Changed,	Date Changed
16 🖻	<u>C</u> opy			X		83BF62826	0030	Request Partial Cance	Date Changed,	Quantity Changed
1 🚖	Paste Options:					83BF62826	0040	Confirmed		
18		alla alla				83BF62828	0010	Split-Confirmed	Date Changed,	
19	123 fx	£B 🐕	æ			83BF62828	0010	Split-Confirmed	Date Changed,	
20	Paste Special		•	X		83BF62829	0010	ASN-Confirmed		
2:	· · · · · · · · · · · · · · · · · · ·			X		83BF62829	0012	New PO Line		
2:	Insert Copied C <u>e</u> l	lls		X		83BF62829	0013	New PO Line		
20	Insert			X		83BF62830	0010	New PO Line		

• Now you will see a new row with the same exact data as original PO line

C2	C21 \cdot : X \checkmark fr X												
	A	в	C	D	я	Ŧ	c	н					
6	 Date Form	DD. II. YYYY		2	Ľ								
7	Number Fo	1234567.89											
8	For Reques	t cancel line,	If supplier	do not agree on	Flex Req	uest cancel ,Please ma	ake sure to change confirmed Qty fr	om Zero Qty to Actual					
9	When confi	rm a PO (TO_BE_	CONF is "Y'	') please valida	te the in	nformation in YELLOW o	olumns "CONFIRMED_QTY", "CONFIR	MED_DATE", "CONFIRMED					
10	SEQNO	TO_BE_CONF	REQUESTED	PO_NUMBER	PO_LINE	ACTIONSTATUS	CHANGE_DETAILS	PO_STATUS					
11	1			441003262	0010	Change PO Line		Open					
12	2			83BF62825	0010	Confirmed	Date Changed, Date Changed	Open					
13	3			83BF62825	0020	New PO Line		Open					
14	3			83BF62825	0020	New PO Line		Open					
15	4			83BF62826	0010	Confirmed	Date Changed, Date Changed	Open					
16	5		X	83BF62826	0020	Request Cancel	Date Changed, Date Changed	Open					

For two deliveries in this example, we only insert and paste one row. For making three or more split confirmations, pls insert and paste two or more rows under the PO line.

Make split confirmation for PO line:

The next step is to commit the delivery quantity and Delivery date

For making 2 split deliveries in this example, pls change the quantity in "SUPPLIER CONFIRM QTY" original PO line first delivery:

73									
74	ty to Actual confirm	Qty in "CONFIRMED_QTY'	' column.						
75	, "CONFIRMED_PRICE"	. "CONFIRMED_QTY", "	CONFIRMED_DATE" are the mandatory	fields					
76	FLEX_PART_NUMBER	PART_REVISION	DESCRIPTION	LAST_REQUEST_QTY	NEW_REQUESTED_QTY	SUPPLIER CONFIRM QTY	QTY_UOM	ETA/ETD	LAST_REQ
77	TPK-102771-105	A-3	TPK-102771-105	3084.00	10000.00	10000.00	FOT	ETA	
70	SNEE-ODM30-70660/A1	A, 1	KEYBOARD PWB MELINDA 2.0	0.00	10.00	10.00	EA	ETA	
70	SNEE-ODM30-70660/A1	A, 1	KEYBOARD PWB MELINDA 2.0	0.00	10.00	7	EA	ETA	
10	SNEE-ODM30-70660/A1	A, 1	KEYBOARD PWB MELINDA 2.0	0.00	10.00	3	EA	ETA	
00	SNEE-ODM30-70660/A1	A, 1	KEYBOARD PWB MELINDA 2.0	0.00	10.00	10.00	EA	ETA	
81	SNEE-ODM30-70660/A1	A, 1	KEYBOARD PWB MELINDA 2.0	0.00	10.00	10.00	EA	ETA	
82	SNEE-ODM30-70660/A1	A, 1	KEYBOARD PWB MELINDA 2.0	10.00	5.00	5.00	EA	ETA	
83	SNEE-ODM30-70660/A1	A, 1	KEYBOARD PWB MELINDA 2.0	0.00	10.00	10.00	EA	ETA	
84	SNEE-ODM30-70660/A1	A, 1	KEYBOARD PWB MELINDA 2.0	1000.00	1000.00	1000.00	EA	ETA	

Then commit the quantity for second delivery row in copied PO line:

71									
72	I	J	K	L	M	N	0	P	
73									
74	ty to Actual confirm	Qty in "CONFIRMED QTY"	' column.						
75	, "CONFIRMED PRICE"	. "CONFIRMED QTY", "	CONFIRMED DATE" are the mandatory	fields					
76	FLEX_PART_NUMBER	PART_REVISION	DESCRIPTION	LAST_REQUEST_QTY	NEW_REQUESTED_QTY	SUPPLIER CONFIRM QTY	QTY_UOM	ETA/ETD	LAST_REQ
77	TPK-102771-105	A-3	TPK-102771-105	3084.00	10000.00	10000.00	FOT	ETA	
70	SNEE-ODM30-70660/A1	A, 1	KEYBOARD PWB MELINDA 2.0	0.00	10.00	10.00	EA	ETA	
70	SNEE-ODM30-70660/A1	A, 1	KEYBOARD PWB MELINDA 2.0	0.00	10.00	7	EA	ETA	
19	SNEE-ODM30-70660/A1	A, 1	KEYBOARD PWB MELINDA 2.0	0.00	10.00	3	EA	ETA	
80	SNEE-ODM30-70660/A1	A, 1	KEYBOARD PWB MELINDA 2.0	0.00	10.00	10.00	EA	ETA	
81	SNEE-ODM30-70660/A1	A, 1	KEYBOARD PWB MELINDA 2.0	0.00	10.00	10.00	EA	ETA	
82	SNEE-ODM30-70660/A1	A, 1	KEYBOARD PWB MELINDA 2.0	10.00	5.00	5.00	EA	ETA	

The next step is to commit the delivery date. The date in "SUPPLIER CONFIRM DATE" column is defaulted to the Date in request date -"NEW_REQUEST_DATE" column.

Enter the new delivery date in "SUPPLIER CONFIRM DATE" (or leave the original defaulted date) for the original PO Line:

1	N	0	P	Q	R	S
7						
8						
9						
10	SUPPLIER CONFIRM QTY	QTY_UOM	ETA/ETD	LAST_REQUEST_DATE	NEW_REQUEST_DATE	SUPPLIER CONFIRM DATE
11	10000.00	FOT	ETA		21.03.2018	21.03.2018
12	1 .00	EA	ETA		19.04.2018	19.04.2018
13	7	EA	ETA		20.04.2018	20.04.2018
14	3	EA	ETA		20.04.2018	23.04.2018
15	10.00	EA	ETA		20.04.2018	20.04.2018
16	10.00	EA	ETA		20.04.2018	20.04.2018
17	5.00	EA	ETA		20.04.2018	20.04.2018
18	10.00	EA	ETA		23.04.2018	23.04.2018

Then input the committed delivery date for the copied PO line for the split delivery in "SUPPLIER CONFIRM DATE" column:

1	N	0	Р	Q	R	S
7						
8						
9						
10	SUPPLIER CONFIRM QTY	QTY_UOM	ETA/ETD	LAST_REQUEST_DATE	NEW_REQUEST_DATE	SUPPLIER CONFIRM DATE
11	10 <mark>000.00</mark>	FOT	ETA		21.03.2018	21.03.2018
12	. 00	EA	ETA		19.04.2018	19.04.2018
13	7	EA	ETA		20.04.2018	20.04.2018
14	3	EA	ETA		20.04.2018	23.04.2018
15	10.00	EA	ETA		20.04.2018	20.04.2018
16	10.00	EA	ETA		20.04.2018	20.04.2018
17	5.00	EA	ETA		20.04.2018	20.04.2018
18	10.00	EA	ETA		23.04.2018	23.04.2018
19	1000.00	EA	ETA		02.06.2018	02.06.2018

NOTE:

- Split confirmation for lines with status "Partially Delivered" is NOT ALLOWED.
- For partially delivered PO, change is only allowed for Date. If you wish to make splits for partially delivered PO, pls work with the Buyers.
- "SUPPLIER CONFIRM QTY" and "SUPPLIER CONFIRM DATE" from the original PO line row is for first delivery. The "SUPPLIER CONFIRM QTY" and "SUPPLIER CONFIRM DATE" from the copied PO line row is for second delivery. Copy and paste as many lines as you intend to split the deliveries.
- Please make sure the total quantity of two deliveries is the same as request quantity. If the Qty does not match Flex Request Qty (Undercommit or overcommit), Buyers will confirm before update into Flex system
- The date format in "SUPPLIER CONFIRM DATE" is per the setup per each supplier. Please follow the same date format to commit the proposed date. PO lines with blank SUPPLIER CONFIRM DATE fields or Dates in the past or Dates beyond 31/12/2037 is not acceptable.
- It will show the split lines status indicating that you have split the PO lines when it has been
 processed in Flex ERP system
 - Once Flex has accepted the split, the PO status will change to "Confirmed", reconfirmation is not needed.

Date Changes for PO line contains ASN without receipts

You can reconfirm the Date for a PO line which was already submitted with ASN without receipts.

Reconfirming Date

• Select the PO line with Status ASN CONFIRMED to reconfirm the Date

For Reque	For Request cancel line, If supplier do not agree on Flex Request cancel ,Please make sure to change confirmed Qty from Zero Qty to Actual confi										
When confirm a PO(TO_BE_CONF is "Y")please validate the information in YELLOW columns "SUPPLIER_CONFIRM_QTY", "SUPPLIER_CONFIRM_DA"											
SEQNO	TO_BE_CO	REQUESTE	PO_NUMBER	PO_LINE	ACTIONSTATUS	CHANGE_D	PO_STATU	FLEX_PART	PART_REV	DESCRIPTI	LAST_REQU
12			441M03346	0051	Supplier Cancel		Open	TPK-19564	04	BOOT,MIC	1000.00
13			441M03367	0010	ASN-Confirmed		Open	TPK-19564	04	BOOT,MIC	0.00
19			441M03368	0010	Confirmed	Date Chan	Open	TPK-19564	04	BOOT,MIC	6000.00

• Update the Date in SUPPLIER_CONFIRM_DATE column

"SUPPLIER_	supplier_confirm_QTY" column.										
IER_CONFI	ER_CONFIRM_PRICE"."SUPPLIER_CONFIRM_QTY","SUPPLIER_CONFIRM_DATE" are mandatory fields										
SUPPLIER_	SHIPPED_C	RECEIVED_	OPEN_QTY	QTY_UOM	ETA/ETD	LAST_REQU	NEW_REQUEST_DATE	SUPPLIER_CONFIRM_DATE	REQUEST_	SUPPLIER_	
1000.00	0.00	0.00	1000.00	EA	ETA	11/14/201	11/14/2019	11/14/2019	0.175000	0.175000	
2000.00	2000.00	0.00	2000.00	EA	ETA		12/08/2019	11/30/2019	0.175000	0.175000	
6000.00	0.00	0.00	6000.00	EA	ETA	12/08/201	12/20/2019	12/20/2019	0.175000	0.175000	

• Mark "Y" or "y" in the column B "TO_BE_CONF" as indication to commits and proceed to response to Flex

For Reque	est cancel li	ne, If suppl	ier do not agre	e on Flex F	Request cancel ,Pleas	e make sur	e to change	e confirmed	Qty from Z	ero Qty to /	Actual confi
When cor	nfirm a PO(T	O_BE_CON	F is "Y")please	validate t	he information in YE	LOW colun	nns "SUPPL	IER_CONFIR	M_QTY","S	UPPLIER_CO	DNFIRM_DA
SEQNO	TO_BE_CO	REQUESTE	PO_NUMBER	PO_LINE	ACTIONSTATUS	CHANGE_D	PO_STATU	FLEX_PART	PART_REVI	DESCRIPTION	LAST_REQU
12			441M03346	0051	Supplier Cancel		Open	TPK-19564	04	BOOT,MIC	1000.00
13	Y		441M03367	0010	ASN-Confirmed		Open	TPK-19564	04	BOOT,MIC	0.00
19			441M03368	0010	Confirmed	Date Chan	Open	TPK-19564	04	BOOT.MIC	6000.00

• Save and Attach the PO excel confirmation file, respond to the Mail.

RE: Down	load of [5439] 2000000210_POCONF_SP000001002_U	L_0000000832 profile for Purchase Order Confirmation 🗐 🔲 🔀
. Die Fox	New fiserc Louer Toole (Spie Wildow Deb	Type a guessianta nep
3 🖉 🖌		😤 😳 🗔 🕼 🔝 🌆 🖓 🖓 🦨 100% 🛫 🎯 🗍 🖽 Read 💂
Att	ach the PO confirmation .xlsx file into	■ 著 車 藍 輝・1 任 汪 遂 従 <u>型・▲・</u> 当 (由)
the	reply mail	
ш.		
(L) Cc		
(1) Bcc		
Subject:	RE: Download of 2 000000210_POCONF_SP000001002_UL_00	00000832 profile for Purchase Order Confirmation
Attach	@0000000832POCOVE20120116000217.stsx (316 KB)	JAttachment Options

You will receive the Acknowledgement email confirming the successful update of date change.



File upload job completed for profile number 256104 Processing file 0000000441POCONF20191128110500.xls

Summary Status: Summary of PO received: 2 Summary of PO successfully process: 2 Summary of PO unsuccessfully process: 0

Details for successfully processed PO with warnings: PO 441M03367, Line no 00010, ASN exist : only date changes will be published.

NOTE:

- Changes or reconfirmation is allowed only for Date changes for PO lines confirmed with ASN without receipts
- Only changes to dates will be updated in case of response submitted with combination of Price, Qty or MPN changes, all the other details submitted will be ignored
- In case of Split confirmation on PO line confirmed with ASN, Only changes to Date will be accepted ignoring Split request

Request for PDF PO copy

You can make a request for a hard copy PO by sending a mail to Flex. To request for PO hardcopy pls follow below instructions. This instruction is also display in the email content.

- 1. Reply the original PO e-mail (send to FSPSCP@FLEX.COM)
- 2. Change the e-mail subject with below content:

PRINTPO_Flex company code; for example: PRINTPO_015

3. The body of the request mail should follow below format:

PRINTPO_Flex company code_PO #1; PO #2; PO #3; ...; PO #20END

For example: PRINTPO_015_J15N04414; J15C00013; J15N04024END

Note:

The maximum number of PO can be accepted in one e-mail request is 20 POs.

Example of Print PO request E-mail:

-	То	FSPSCP@FLEX.COM
Send	Сс	
Sena	Bcc	
	Subject	PRINTPO_015

PRINTPO_015_J15N04414; J15C00013; J15N04024END

Once Flex received the requested mail, it will do series of validation and upon successful will return an email to sender with "Print PO" in attachment. For example:

PRINTPO_015		
PRINTPO.PDF 79 KB		

Dear Sender,

Mail instructions: This is the PO you have requested. Please open the attached PO and use the print option to print the PO.

Note:

- 1. All the valid PO requested will be generated in one mail and one PDF attachment.
- 2. You can request for any PO which is still exist in Flex Portal and this include Closed PO including delivery completed, Cancelled or closed manually
- 3. If Flex received any incorrect PO number, Flex site code, blank or invalid user etc request will be ignored. For example:

PRINTPO.PDF 79 KB						
Dear Sender,						
Mail instructions: This is the PO you have requested. Please open the attached PO and use the print option to print the						
Sitecode:015						
Requested Pos numbers:J15C00150,49A724728						
PO 49A724728 are not available for the given input						
PDF generated for remaining POs J15C00150						

In below cases the requested PO cannot be processed and Flex will reply with error message.

■ You have provided incorrect Flex company code in e-mail subject or content



• You do not provide the correct information:



■ You do not follow the specified format required in e-mail subject or content



Please follow the supplier instructions to request the Print PO via mail.

■ The sender is not a valid user that is registered in Flex system



Other useful information

Change Details (CHANGE_DET column)

The column "CHANGE_DETAILS" is used to displays latest change made by Flex, such as Price, Date, Qty, and MPN:

For Reques	t cancel lin	e, If suppli	er do not a	gree on F	'lex Request cancel ,Please ma	ke sure to change confirmed Qty f	rom Zero Qty to Actual
When confi	rm a PO(TO_B	E_CONF is "	Y")please v	validate	the information in YELLOW col:	umns "SUPPLIER CONFIRM QTY", "SU	PPLIER_CONFIRM_DATE", '
SEQNO	TO_BE_CONF	REQUESTED	PO_NUMBER	PO_LINE	ACTIONSTATUS	CHANGE_DETAILS	PO_STATUS
13			J15M22151	0010	Confirmed		Open
14	Y	Х	J15M22151	0020	Change PO Line	Quantity Changed	Open
19	Y	Х	J15M22155	0011	New PO Line		Open
27	Y	Х	J15M22162	0010	Request Cancel	Quantity Changed	Open
34	Y	Х	J15M22168	0010	Request Partial Cancel	Quantity Changed	Partially Delivered
36	Y	Х	J15M22170	0010	New PO Line		Open
37			J15M22176	0010	ASN-Confirmed		Open
38			J15M22179	0010	ASN-Confirmed		Open
39	Y	Х	J15M22180	0011	Change PO Line	Date Changed, Quantity Changed	Open
50		Х	J15M22187	0010	Split_Pending Flex action		Open
51		Х	J15M22187	0010	Split_Pending Flex action		Open
52	Y	Х	J15M22188	0010	New PO Line		Open
53	Y	Х	J15M22192	0010	New PO Line		Open
58	Y	Х	J15M22202	0010	New PO Line		Open

Buyer Notes

The column "BUYER_NOTES" display Flex Buyer note in PO line.

	Y	Z	AA	AB	AC
7					
8					
9					
10	PRICE_UOM	REQUEST_MPN	CONFIRMED_MPN	BUYER_NOTES	SUPPLIER_NOTES
11	FOT	MP1474-C555-LF-Z	MP1474-C555-LF-Z		
12	EA	TEST	TEST	www.flex.com	
13	EA	TEST	TEST	www.flex.com	
14	EA	TEST	TEST	www.flex.com	
15	EA	TEST	TEST	www.flex.com	
16	EA	TEST	TEST	www.flex.com	
17	EA	TEST	TEST	www.flex.com	
18	EA	TEST	TEST	www.flex.com	

Supplier Notes

This is optional field. You may enter any text/ notes and the maximum characters is 1000. These notes will be visible to the Buyer

AC	- 18	\vdots \times \checkmark f_x			
_	Y	Z	AA	AB	AC
7					
8					
9					
10	PRICE_UOM	REQUEST_MPN	CONFIRMED_MPN	BUYER_NOTES	SUPPLIER_NOTES
11	FOT	MP1474-C555-LF-Z	MP1474-C555-LF-Z		
12	EA	TEST	TEST	www.flex.com	
13	EA	TEST	TEST	www.flex.com	
14	EA	TEST	TEST	www.flex.com	
15	EA	TEST	TEST	www.flex.com	
16	EA	TEST	TEST	www.flex.com	

If the Buyer email address is not correct or blank in "BUYER_EMAIL_ID" field, please contact the Buyer to correct in Flex ERP system.

Sale Order Number, Sales order Line number, and Sales order line sequence number

SALES_ORDER_NO: Sales order number from supplier for current Flex PO SO_LINE_NO: Sales order line number for current Flex PO. SO_LINE SEQ_NO: Sales order line sequence number for current Flex PO

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8								
10 BUYER_NOTES	SUPPLIER_NOTES	SALES_ORDER_N	IO SO_LIN	E_NO	SO_LINE_	SEQ_NO	SHIPPED_ 0.00	QTY
12 13 14							0.00	

Above 3 fields are optional and by default the value is blank.

This is to allow EDI combo suppliers to process and synchronize the information to FSP. This information is crucial for EDI suppliers which is incapable of doing PO split. So receiving SO information and sending the same SO information will help in the PO split process at supplier end.

PO Header Attribute, PO Line Attribute and AML Attribute

AN	142 * :	$\times \checkmark f_x$										
		AM			AN		AO			AP		
7												
8												
9												
10	CONSIGNMENT_	REPLENISHMENT	_PO 💌	HEADER_	ATTRIBUTE 🔄	LINE_ATTRIBUTE		-	AML_ATTRIE	UTE		-
32												
33												
34												
35				End Use:	r Name;Luis	Return Reason;	Not appl, Made In;	Poland	Thickness	[mm];111, Custor	mer restrictions;)	No
36												
37												
38												
39												

HEADER_ATTRIBUTE: The attribute name and value in PO header LINE_ATTRIBUTE: The attribute name and value in PO Line. AML_ATTRIBUTE: The attribute name and value that defined for Flex MPN code.

Above 3 fields are optional and used to show additional FLEX attribute information from PO header/PO Line/ AML.

Order Method

To indicate the order method of the item

Country code (COUNTRY OF ORIGIN column)

The code of country where the product is come from.

AJ	AK	AL	AM	AN
REFERENCE_B	PO_HEADER_NOTES	DELIVERY_TERMS	COUNTRY OF ORIGIN	DELIVERY_TERMS_DESC
		103	CN	EXW FACTORY
		103	CN	EXW FACTORY
Ref B		CIF	CN	Zuhai
Ref B		CIF	CN	Zuhai
Ref B		CIF	US	Zuhai
		DDU	US	HONGKONG
		DDU	US	HONGKONG

Description of contents in PO excel email

Column	Data Description
SEQNO	The sequence number for current PO line
TO_BE_CONF Yellow column	To make PO confirmation, input "Y". By default, this value is blank.
	"Y" or "y" for yes. Enter a "Y" for PO Line Items that you have reviewed and agree to the Qty, Price, Delivery date and MPN, and the changes you make will be updated in Flex ERP system
	Blank for No, means no updates will be process and the PO Line Item will remain as is. Hence, if you have changed the Quantity, Price, Delivery Date or MPN but remain blank in this column, the Purchase Order Line Item would not be update and the changes will be lost.
REQUESTED	The indicator for those PO line which require supplier confirmation:
	"X" Requesting supplier confirmation. The PO line with action status "New PO Line", "Change PO line", "Request Cancel" and Request Partial Cancel" will show X
	Blank The PO line confirmation already exists. The PO line with action status "Confirmed", "Supplier Cancel", "Accept Cancel", "Split_Pending Flex Action" will be blank
PO_NUMBER	Purchase Order number
PO_LINE	Purchase Order line number
ACTIONSTATUS	Display a custom Flex action status.
	"New PO Line" -New PO Line from Flex
	"Change PO Line" – PO line change from Flex
	"Confirmed" - Supplier has confirmation the PO line
	"Request Cancel" - Cancellation request from Flex
	"Request Partial Cancel"- Back order Qty cancellation request from Flex
	"Accept Cancel"- Supplier acceptance of a cancellation request by Flex
	"Supplier Cancel"- Cancellation request from supplier
	"Split-Pending Flex Action" – Supplier make PO split confirmation and yet to be confirmed by Flex. The line with "Split-Pending Flex Action" cannot be confirmed / modified again as these split lines are pending to process in Flex system.
	"ASN Confirmed" - ASN has been created for the PO line, changes or reconfirmation for this PO line is no longer needed or allowed
CHANGE_DETAILS	Change Details - Displays latest change made by Flex, such as Price, Date change, Qty change, Price change and/or MPN change
PO_STATUS	Item Status of the PO line
	"Open" status - PO Line is new, changed or confirmed and is not delivered.
	"Partially Delivered" - Partial Qty delivered and received in Flex
	"Delivery Completed"- Consumption PO with fully receipt Qty. All consumption PO must be confirmed so that the PO no longer appear in the excel file
FLEX_PART_NUMBER	Flex part number
PART_REVISION	Flex item Revision Number - The revision code for the item
DESCRIPTION	Flex Product description
LAST_REQUEST_QTY	Previous order quantity for the PO line For New PO line –The previous order quantity is always zero For other PO line status: It shows the last order quantity in Flex before any change / cancel request is made
NEW REQUESTED OTY	New Request Quantity - The latest quantity request by Flex
SUPPLIER CONFIRM OTY	The quantity confirmed by Supplier - Default same as Supplier last
Yellow column	confirmation or if none default to Flex request.

Column	Data Description
SHIPPED_QTY	Shipped quantity used only with ASN
RECEIVED_QTY	Received Quantity - Quantity received by Flex
OPEN_QTY	Open Quantity- Quantity yet to receive by Flex
QTY_UOM	Unit of Measure associated with Quantity
ETA/ETD	ETA Estimated Time of Arrival.
	ETD – <u>Estimated Time of Departure</u>
• ETA	"LAST_REQUEST_DATE"," NEW_REQUEST_DATE", "CONFIRMED_DATE"
	and "LAST_CONFIRMED_DATE" is set as " <u>Delivery Date</u> "
A FTD	"LAST REQUEST DATE" " NEW REQUEST DATE" "CONFIRMED DATE"
• EID	and "I AST_CONFIRMED_DATE" is set as "Shipping Date" or "Departure
	date" from supplier location
LAST REQUEST DATE	Previous FLEX request date for the PO line
	For New PO line –The previous request date is always blank
	For other PO line status: It shows the last FLEX request date before any
	change / cancel request is made
NEW_REQUEST_DATE	Requested Date - The latest delivery date requested by Flex
SUPPLIER CONFIRM DATE	Confirmed Date - The delivery date confirmed by Supplier. Default same as
Yellow column	Supplier last confirmation or if none default to Flex request.
REQUEST_PRICE Yellow	Request Price - The last unit Price requested by Flex
SUPPLIER CONFIRM PRICE	Confirmed Price - The unit price confirmed by Supplier. Default to Request
	The currency code associated with the unit price
PRICE_UOM	Unit of Measure associated with the price
REQUEST_MPN Yellow	Request MPN - Latest Manufacturer Part Number requested by Flex
	Developed MDN The MDN confirmed by Convoltion It is defeated by Developed
SUPPLIER CONFIRM MPN	Proposed MPN - The MPN confirmed by Supplier. It is detault to Request
	Buyer note - The maximum characters is 170. If there is no huver note in
	the PO line this field will be blank
SUPPLIER NOTES Yellow	Supplier Notes - Supplier can add Notes for this PO line which will be
column	visible to the Buver.
SALES ORDER NO	Sales order number from supplier for current Flex PO
so line no	Sales order line number for current Flex PO
SO LINE SEQ NO	Sales order line sequence number for current Flex PO
BUYER EMAIL ID	Buyer contact e-mail address
CATEGORY	Item Category:
	"Normal"- PO, response is required
	"CRP" – PO with CRP (Continuous Replenishment Program) item
	"Pull Signal" – This is a Pull PO, response is not required due to short lead
	time
	"Consignment" - Consignment PO, response is required
	"Consumption" -PO line with full receipt Qty, response is required.
	Note: Supplier to view consumption PO, and confirm as reference for
	Invoice to Flex
	"Sub Contract PO" -Sub Contract PO - Split confirmation is not allowed,
	Flex can only accept full confirmation.
ORDER_METHOD	To indicate the order method for current item in PO line (Full LT, CRP, SMI,
	ul etc)
	The Country code of country where it is manufactured
CONSIGNMENT_PACKING_SLIP	Display the packing slip number from the consignment replenishment PO

Column	Data Description
NO	
CONSIGNMENT_REPLENISHME	Display the consignment replenishment PO number which is linked to this
NT_PO	consumption PO.
HEADER_ATTRIBUTE	The attribute name and value in PO header
LINE_ATTRIBUTE	The attribute name and value in PO Line
AML_ATTRIBUTE	The attribute name and value that defined for Flex MPN code
REFERENCE_A	Reference A at PO header is additional information from Flex
REFERENCE_B	Reference B at PO header is additional information from Flex
PO_HEADER_NOTES	Display the latest Buyer note from PO Header. The maximum character is 131
DELIVERY_TERMS	Delivery Terms. Delivery Terms for this Purchase Order line
DELIVERY_TERMS_DESC	Delivery Terms description
PAYMENT_TERMS	Payment Terms. Payment Terms for this Purchase Order line
PACKAGE_DESC	Package type description.
CUSTOMER_PART_NO	Customer Part Number - Flex Customer part number.
MANUFACTURER	Manufacturer Name
SUPPLY_TIME	The supply time for the item
ORDER_CREATION_DATE	Order Creation Date. Purchase Order creation date in Flex ERP system
SHIP_TO	Ship to address - Flex Company address
BILL_TO	Flex Bill To Address
SHIP_FROM	Ship from Location. Flex Company code plus supplier Code. For example: 832SP2001510, 832 is Flex Company code, SP2001510 is supplier code used in ERP.
Ship to code	Ship to Location code - Flex Company code plus Flex warehouse code in ERP system. Example: 832832SCE, 832 is Flex Company code, 832SCE is warehouse code used in ERP.

ASN EXCEL EMAIL

Flex will send ASN file for Purchase Order with subject keyword "**ASN for PO**" display PO delivery date/shipped date within 45 days from system date.



The file contained 2 worksheets;

- PO information
- Supplier instructions to response to ASN

When saving the file, please retain the same file name or you may change the name, maximum is 45 characters. Make sure you save the file with .xlsx extension.

General Information is at the top header of the file

KEY Information

PO number and Line number

1	A	В	С	D	E	F	
1							
2	Flex Company ID :	083					
3	Flex Company Name:	FLEX POWER SYS	ren				
4	Supplier Name	ADVANCED UP TE	CHNOLOGY INC.				
5	Supplier Code	SPZUSD001					
6	Date & Time File generated	05.02.2018	14:44:12	UTC+8			
7							
8	ASN Due List						
9	Date Format	DD. II. YYYY	Created By:	SPP00001422			
10	"PACKING_SLIP_NO" and "TRACKI	NG_REFERENCE_NO"	are mandatory fie	lds for ASN cre	eation.		
11	Do not change ASN Qty, please ma	ke split PO line	confirmation if yo	ou want multiple	e delivery		
12	ASHID	TO_BE_CONF	FLEX_PO_NUBER	FLEX_PO_POS	FLEX_PART_NUBBER	PROD_DESC	
13	00001		J8C000021	0000000010	FPS-REG7359470/1	EMI FILTER/Multilayer Common M	
14	00002		J8CM00036	0000000010	FPS-MSF23049	Packaging	
15	00003		J8CM00037	0000000010	FPS-MSF23049	Packaging	
16	00004		J8CM00039	0000000010	FPS-MSF23049	Packaging	
17	00005		J8CM00040	0000000010	FPS-MSF23049	Packaging	
18	00006		TSCN00041	0000000010	FPS-#SF23049	Packaging	

Note:

- PO line which has been Confirmed for delivery/ship date within 45 days from current date will be displayed and valid for ASN response.
- Pls make sure the ASN information is provided for PO which is due for shipment only and avoid providing ASN for PO due far ahead in the future.

ETA/ETD Indicator

"ETA/ETD" column used to indicate type of request Date.

	Л	F	я	G		н	т	Т
7	2	2	-			*	-	3
8								
9	SP014735001							
10	re mandatory f:	ields for ASN creatio	n.					
11	nfirmation if	you want multiple del	livery					
12	FLEX_PO_POS	FLEX_PART_NUBBER	PROD_DESC	ETA/ETD	SHIP DATE	(Supplier Dock Date)	DELV Date (Flex Dock Date)	ASN_QTY
13	0000000020	TWGH-23-000458-001	abcdefghi jaklknfv jknfv jkvn jkdn	ETA	03/03/2017		03/03/2017	10,001
14	0000000030	TWGH-23-000458-001	abcdefghi jaklknfv jknfv jkvn jkdn	ETA	02/20/2017		02/20/2017	10,000
15	0000000040	TWGH-23-000458-001	abcdefghi jaklknfv jknfv jkvn jkdn	ETA	02/20/2017		02/20/2017	10,000
16	0000000050	TWGH-23-000458-001	abcdefghi jaklknfv jknfv jkvn jkdn	ETA	02/20/2017		02/20/2017	10,000
17	0000000010	TWGH-23-000458-001	abcdefghi jaklknfv jknfv jkvn jkdn	ETA	11/02/2015		11/02/2015	4,990
18	0000000010	TWGH-23-000458-001	abcdefghi jaklknfv jknfv jkvn jkdn	ETA	08/18/2016		08/18/2016	200
19	0000000010	TWGH-23-000045-001	RES 2.49 OHM 1/16W 1% 0402 SMD	ETA	04/29/2017		04/29/2017	8,000
20	0000000011	TWGH-23-000045-001	RES 2.49 OHM 1/16W 1% 0402 SMD	ETA	04/30/2017		04/30/2017	2,000

ASN shipping Qty and PO line open Qty

"DUE_QTY" column shows the pending quantity for shipment, if there is no ASN it will be equal to PO Open quantity;

The "ASN_QTY" column shows the quantity to be shipped for the PO. ASN quantity change or split shipment is NOT allowed.

1	G	Н	I	J	K	L
7						
8						
9						
10						
11						
12	ETA/ETD	SHIP DATE (Supplier Dock Date)	DELV Date (Flex Dock Date)	ASN_QTY	DUE_QTY	UNIT
13	ETA	03/03/2017	03/03/2017	10,001	10,001	EA
14	ETA	02/20/2017	02/20/2017	10,000	10,000	EA
15	ETA	02/20/2017	02/20/2017	10,000	10,000	EA
16	ETA	02/20/2017	02/20/2017	10,000	10,000	EA
17	ETA	11/02/2015	11/02/2015	4,990	4, 990	EA
18	ETA	08/18/2016	08/18/2016	200	200	EA
19	ETA	04/29/2017	04/29/2017	8,000	8,000	EA
20	ETA	04/30/2017	04/30/2017	2.000	2,000	EA

Note:

- The ASN Qty MUST not be changed, only FULL shipment is allowed
- If you want to change ASN Qty to match actual shipped Qty, the PO must be re-confirmed with the actual Qty.
- For multiple ASN deliveries, PO must be split, agreed and process by Flex

Confirm ASN for a PO line

Confirm Packing slip Number and Tracking Reference Number

Packing Slip (PACKING_SLIP_NO column) and Tracking reference number (TRACKING_REFERENCE_NO column) are **mandatory fields** these cannot be BLANK.

These informations is useful for Warehouse, Logistic and Buyers.

	G		H		I	J	K	L	M	N
7										
8										
9										
10										
11										
12	ETA/ETD	SHIP DATE	(Supplier Dock Date)	DELV Date	(Flex Dock Date)	ASN_QTY	DUE_QTY	UNIT	PACKING_SLIP_NO	TRACKING_REFERENCE_NO
13	ETA	03/03/2017		03/03/2017		10,001	10,001	EA		
14	ETA	02/20/2017		02/20/2017		10,000	10,000	EA		
15	ETA	02/20/2017		02/20/2017		10,000	10,000	EA		
16	ETA	02/20/2017		02/20/2017		10,000	10,000	EA		
17	ETA	11/02/2015		11/02/2015		4,990	4,990	EA		
18	ETA	08/18/2016		08/18/2016		200	200	EA		
19	ETA	04/29/2017		04/29/2017		8,000	8,000	EA		
00	DTA .	01/00/0017		01/00/0017		5 AAA	5 AAA	TP A		

When published ASN with blank Packing Slip Number or Tracking reference number, you will get an error message and ASN cannot be process

Cannot Create ASN - Packing Slip No. Is Empty

Cannot Create ASN - Tracking Reference No. Is Empty.

Create single ASN for multiple PO lines

By default, different ASN number will be created for different selected PO line = One ASN number for one PO line

To commit multiple PO lines for a single ASN, please follow below steps:

• Fill in **same packing slip number and tracking reference number** for selected PO lines under same shipment:

	G		Н		I		J	K	L	M		N
7												
8												
9												
10												
11												
12	ETA/ETD	SHIP DATE	(Supplier Dock	Date) DELV I	ate (Flex)	Dock Date)	ASN_QTY	DUE_QTY	UNIT	PACKING_SLIP_NO	TRACKING	_REFERENCE_NO
13	ETA	03/03/2017		03/03/2	2017		10,001	10,001	EA	T001	AW3001	
14	ETA	02/20/2017		02/20/2	2017		10,000	10,000	EA	T001	AW3001	
15	ETA	02/20/2017		02/20/2	2017		10,000	10,000	EA			
16	ETA	02/20/2017		02/20/2	2017		10,000	10,000	EA	T001	AW3001	
17	ETA	11/02/2015		11/02/2	2015		4,990	4,990	EA			
18	ETA	08/18/2016		08/18/3	2016		200	200	EA			
10	FTA	04/29/2017		04/29/1	2017		8 000	6 000	FA			

When Packing Slip number or Tracking Reference number is different, then it will consider different shipment and will create different ASN number for the selected PO lines.

Confirm ASN Date

Confirm ASN for ETA Supplier

ETA (show as ETA in "ETA/ETD" column), The ASN Delivery Date -DELV Date (Flex Dock Date) columnwill be defaulted same as PO line confirmed date. Pls review and fill in actual ASN Delivery Date.

ASN Shipping date - SHIP DATE (Supplier Dock Date) column - Mandatory fields and is default to current date.

You can change the shipping date to match actual shipment. If Shipping date field is blank, it will default same as ASN Delivery date.

	G		Н		I	J	K	L	M	N
7										
8										
9										
10										
11										
12	ETA/ETD	SHIP DATE	(Supplier Dock Date)	DELV Date	(Flex Dock Date)	ASN_QTY	DUE_QTY	UNIT	PACKING_SLIP_NO	TRACKING_REFERENCE_NO
13	ETA	03/03/2017		03/03/2017		10,001	10,001	EA	T001	AW3001
14	ETA	02/20/2017		02/20/2017		10,000	10,000	EA	T001	AW3001
15	ETA	02/20/2017		02/20/2017		10,000	10,000	EA		
16	ETA	02/20/2017		02/20/2017		10,000	10,000	EA	T001	AW3001
17	ETA	11/02/2015		11/02/2015		4,990	4,990	EA		
18	ETA	08/18/2016		08/18/2016		200	200	EA		

Tolerance validation for ASN Delivery date (ETA supplier):

• When entering ASN Delivery date, it cannot be earlier than 2 days (or more) than PO line confirmed Delivery Date

For example: PO line confirmed delivery date is 20-Feb, the ASN delivery date can be on 18-Feb or later than 18-Feb, date earlier than 18-Feb is not allowed.

 ASN Delivery date must be the same or later than current/Today date, Past Due date is not acceptable

Confirm ASN for ETD Supplier

- ETD supplier (show as ETD in "ETA/ETD" column), ASN Shipping date -SHIP DATE (Supplier Dock Date) column is the key value for ASN creation and it is defaulted as PO line confirmed shipping date.
- You may enter actual ASN Shipping date by changing the date directly in this field.

• ASN delivery date-(DELV Date (Flex Dock Date) column - is blank and you must provide the information.

	E	F	G		Н			I	
7									
8									
9									
10	elds for ASN creation	n.							
11	zou want multiple del	ivery							
12	FLEX_PART_NUBBER	PROD_DESC	ETA/ETD	SHIP DATE	(Supplier	Dock Date)	DELV Date	(Flex Dock	Date)
13	TWGH-23-000458-001	abcdefghi jaklknfvjknfvjkvnjkdn	ETA	03/03/2017					
14	TWGH-23-000458-001	abcdefghi jaklknfv jknfv jkvn jkdn	ETA	02/20/2017					
15	TWGH-23-000458-001	abcdefghi jaklknfv jknfv jkvn jkdn	ETA	02/20/2017					
16	TWGH-23-000458-001	abcdefghi jaklknfvjknfvjkvnjkdn	ETA	02/20/2017					
17	TWGH-23-000458-001	abcdefghi jaklknfvjknfvjkvnjkdn	ETA	11/02/2015					
18	TWGH-23-000458-001	abcdefghi jaklknfv jknfv jkvn jkdn	ETA	08/18/2016					
19	TWGH-23-000045-001	RES 2.49 OHM 1/16W 1% 0402 SMD	ETA	04/29/2017					
20	TWGH-23-000045-001	RES 2.49 OHM 1/16W 1% 0402 SMD	ETA	04/30/2017					
21	TWGH-23-000045-001	RES 2.49 OHM 1/16W 1% 0402 SMD	ETA	04/29/2017					
22	TWGH-23-000045-001	RES 2.49 OHM 1/16W 1% 0402 SWD	FTA	05/02/2017			05/02/2017		

Tolerance validation for ASN Shipping date:

When entering ASN shipping date (for ETD supplier) it cannot be more than 7 days than PO confirmed shipping date.

For example: If PO confirmed shipping date is 20-Feb, you can confirm ASN ship date on 13-Feb or later, any ASN ship date before 13 Feb is not acceptable.

To Be Conf

Once the relevant information such as Packing slip number, Tracking reference Number, ASN Delivery date / ASN Shipping Date is done, pls go to column B "**TO_BE_CONF**" - which is marked in yellow color. Enter "Y" to agree. When the file is return to Flex, it will be process accordingly.

C2	C21 • : × ✓ fx						
	A	В	с	D	E	F	
8	ASN Due List						
9	Date Format	DD. II. YYYY	Created By:	SPP00001421			
10	"PACKING_SLIP_NO"	and "TRACKING_R	EFERENCE_NO" are :	mandatory field	ds for ASN creation.		
11	Do not change ASN (Qty, please make s	split PO line confi	rmation if you	want multiple delive	ry	
12	ASNID	TO_BE_CONF	FLEX_PO_NUMBER	FLEX_PO_POS	FLEX_PART_NUMBER	PROD_DESC	
13	00001	Y	J8CM00027	0000000010	ERB-LZF083285/1	LABEL/Label 75x52 transfer plu	
14	00002		J8CM00038	0000000010	ERB-LZF083285/1	LABEL/Label 75x52 transfer plu	
15	00003		J8CM00043	0000000010	ERB-LZF083285/1	LABEL/Label 75x52 transfer plu	
16	00004		J8CM00044	0000000010	ERB-LZF083285/1	LABEL/Label 75x52 transfer plu	
17	00005		J8CM00050	0000000010	ERB-LZF083285/1	LABEL/Label 75x52 transfer plu	
18	00006		J8CM00052	0000000010	ERB-LZF083285/1	LABEL/Label 75x52 transfer plu	
19	00007		J8CM00053	0000000010	ERB-LZF083285/1	LABEL/Label 75x52 transfer plu	
20			-				

Note:

If you neglect to indicate "Y" in this column, ASN data is not process and the PO remain as original status. The ASN will not be created for the PO line and the changes will be lost.

Save and Respond ASN excel file by Email

- 1. Once you have reviewed and made all your ASN confirmation, save the file as default format .xlsx format. Any other format is not acceptable.
- 2. Open the original ASN email in which you received the file you just worked on.
- 3. You MUST reply to this e-mail by clicking "Reply" button. it will use the same server mail address FSPSCP@FLEX.COM and the same e-mail subject in the reply message.

Attach the ASN excel confirmation (with .xlsx format) and send the mail.

Search 00 FSP PO_FC_ASN e-mail_excel 🔑 👻	000000832 FSPSCP@FLEX.COM	
Arranged By: Date Newest on top	Extra line breaks	
Last Week	Sent: Sat 11/23/28 To: Roger Luc(SZ)	
Sat 11/23 Download of [14031] 2000010191 ⊕	Message 0000000832ASNDLPD20131122155721.xisx (97 KB)	
Two Weeks Ago		Ê
2 0000000832 11/11/2013 Download of [20202] 2000010191 ∅	Dear Valued Supplier MULTEK HK LTD,	
≥ 0000000832 11/10/2013 v	The attached Excel file contains Purchase Order information for the Flextronics.	
Download of [20202] 2000010191 @	Viewing the Purchase Order data and Uploading Your Purchase Order	
Three Weeks Ago	Confirmation: In order to view the Purchase Order data you received in this email attachment you need microsoft excel.	
2 0000000832 11/9/2013 Download of [14031] 2000010191 ∅	For the training documents, please use FSP Training link in the FSP Web page: http://www.flextronics.com/supplier/pages/fsp.aspx .	

Note:

As the email subject contains important information for ASN response process, please keep the default email subject in your reply mail.

After sending the file, this may take 10-15 minutes (depending on the size of file and the speed of network) to process the data in Flex system

ASN response status e-mail

Flex will send an acknowledgement mail. Below is the sample, do take note of the email subject:

User Id_ASNDLPD_Supplier Id_UL_Company code



Note:

 \cdot If you do not receive the acknowledgement email from Flex, please contact fspsupport@flex.com for further guidance by forwarding your previous ASN response email (the mail you sent to <u>fspscp@flex.com</u> with due list of Purchase Order file attached).

· Do not reply to the ASN response status mail, forward email to fspsupport@flex.com

ASN Optional information

Other columns marked in BLUE are optional.

There are various selection available values for these fields and can be found in worksheet "Selection List".

You must always refer to the selection value, copy and paste to the appropriate columns.

Tracking Reference Identifier

Tracking reference number identifier (in TRACKING_REF_IDENTIFIER column) is marked in orange,

L	M	N	0	Р
UNIT	PACKING_SLIP_NO	TRACKING_REFERENCE_NO	TRACKING_REF_IDENTIFIER	GROSS_WEIGHT
EA	T001	AW3001		
EA	T001	AW3001		
EA				
EA	T001	A¥3001		
EA				

Pls refer to "Selection List". There are 3 available selections;

A	A1 \checkmark : $\times \checkmark f_x$ Weight UoM \checkmark						
	<u> </u>	F	G	H			
1	Tracking Reference Identifier	Tracking Reference Identifier Description	Country Code	Country Code De			
2	AW	AIRWAY BILL	AD	Andorra			
З	BM	BILL OF LADING NUMBER	AE	Utd.Arab Emir.			
4	FR	FREIGHT BILL NUMBER	AF	Afghanistan			
5			AG	Antigua/Barbuda			
6			AI	Anguilla			
7			AL	Albania			
8			AM	Armenia			
9			AN	Dutch Antilles			
10			AO	Angola 🔻			
	 ► 5A826E401CC10920E10080000 	DAOA1E6 Selection List S 🕂 : 🗨		•			

GROSS Weight and UoM

Gross weight (GROSS_WEIGHT column) is marked in blue color, This is to enter the number of shipment gross weight for the PO line. The default value is zero.

	0	P	Q	R	S
	-		-		_
1	TRACKING_REF_IDENTIFIER	GROSS_WEIGHT	GROSS_WEIGHT_UOM	CARRIER_PARTY	EEANS_OF_TRANSPORT

If there is weight value in gross weight field, then the UoM field (GROSS_WEIGHT_UOM column) is mandatory which is marked in orange.

Pls refer to "Selection List" worksheet, copy and paste (exactly same as in selection list) an appropriate UoM into "GROSS_WEIGHT_UOM" field

A	A1 🔹 : 🖂 🖌 fr Weight UoM						
4	<u>A</u>	В	с				
1	Weight UoM	Weight UoM Description	Means of Transport	F			
2	G	Gram	Military Official Mail	A			
3	KG	Kilogram	Mail	A			
4	KT	Kilotonne	Air	A			
5	LB	US pound	Barge	Е			
6	MG	Milligram	Consolidation	E			
7	OZ	Ounce	Parcel Post	Е			
8	TO	Tonne	Expedited Truck	Е			
9			Flyaway	E			
10			Customer Pickup	Е			
		CE 401 CC10020E1000000000000000	Colorian List C () : L				

If you published ASN with value in total weight field but do not select a valid UoM, you will get an error

Weight UOM value is Missing at Line Level.

Carrier Party

Carrier party (CARRIER_PARTY column) is marked in orange. The maximum character allowed is 20.

M	N	0	Р	Q	R
PACKING_SLIP_NO	TRACKING_REFERENCE_NO	TRACKING_REF_IDENTIFIER	CARRIER_PARTY	HEANS_OF_TRANSPORT	GROSS_WEIGHT
T001	AW3001				
T001	AW3001				
T001	AW3001				

Note:

Pls refer to Selection list to review the available selections.

G	Н	т	J	K
Country Code	Country Code Description	Carrier Party		
AD	Andorra	CHP		
AE	Utd.Arab Emir.	CVA		
AF	Afghanistan	DH1		
AG	Antigua/Barbuda	DHE		
AI	Anguilla	FEA		
AL	Albania	FEF		
AM	Armenia	FEG		
AN	Dutch Antilles	OTH		
AO	Angola	QCK		
AQ	Antarctica	UPE		
AR	Argentina	UPS		
AS	Samoa, America	UTI		
AT	Austria			

Means of transport

Means of transport (MEANS_OF_TRANSPORT column) is marked in orange and pls refer to "Means of Transport" selection list:

	J	K	L	M	N	0	Р	Q	R
7									
8									
9									
10									
11									
12	ASN_QTY	DUE_QTY	UNIT	PACKING_SLIP_NO	TRACKING_REFERENCE_NO	TRACKING_REF_IDENTIFIER	CARRIER_PARTY	BEANS_OF_TRANSPORT	GROSS_WEIGHT
13	10,001	10,001	EA	T001	AW3001				
14	10,000	10,000	EA	T001	AW3001				
15	10,000	10,000	EA						
16	10,000	10,000	EA	T001	A¥3001				
17	4,990	4,990	EA						
18	200	200	EA						
19	8,000	8,000	EA						
20	5 000	5 nnn	Πú						

To fill in the means of transport, please copy and paste the value exactly how it's shown on the Selection List \rightarrow "Means of Transport" column, this is case sensitive:

A1	· · · · · ·	× √ fx Weight UoM			~	'
	A	В	C	D	E	
1	Weight UoM	Weight UoM Description	Means of Transport	Package Type	Tracking Reference :	
2	G	Gram	Military Official Mail	Ammo Pack	A₩	
3	KG	Kilogram	Mail	Ampoule	BM	
4	KT	Kilotonne	Air	Attachment1	FR	
5	LB	US pound	Barge	Bag		
6	MG	Milligram	Consolidation	Bale		
7	OZ	Ounce	Parcel Post	Barrel		
8	TO	Tonne	Expedited Truck	Banding		
9			Flyaway	Bundle		
10			Customer Pickup	Beam		
11			Common Irregular Carrier	Bing Chest		
12			Motor	Bin		
13			Backhaul	Bulk		
14			Contract Carrier	Belting		Ŧ
	 5A82 	6E401CC10920E10080000A0A1E6	Selection List Supplier 🕀	: •	Þ	

Package count and package type

Package count (PACKAGE_COUNT column)							
Q	R	S	Т	U			
IEANS OF TRANSPORT	GROSS WEIGHT	GROSS WEIGHT UOM	PACKAGE COUNT	PACKAGE TYPE			
			_				

If there is package count value in PACKAGE_COUNT field, then the field PACKAGE_TYPE is mandatory, which is marked in orange. Pls refer to "Selection list" for available selections.

Please copy (exactly same as in selection list) from "Package Type" column in "Selection list" and paste into "PACKAGE_TYPE" field:

A	1 $\overline{}$: $\times \checkmark f_x$	Weight UoM		~
	С	п	Е	F
1	Means of Transport	Package Type	Tracking Reference Identifier	Tracking Reference Identifi
2	Military Official Mail	Ammo Pack	AV	AIRWAY BILL
3	Mail	Ampoule	BM	BILL OF LADING NUMBER
4	Air	Attachment1	FR	FREIGHT BILL NUMBER
5	Barge	Bag		
6	Consolidation	Bale		
7	Parcel Post	Barrel		
8	Expedited Truck	Banding		
9	Flyaway	Bundle		
10	Customer Pickup	Beam		
11	Common Irregular Carrier	Bing Chest		
10	54926E401CC10020E10	DDDDDDDDDDDDDD		*
	5A620E401CC10920E100	Selection		Þ

Note:

The maximum characters allowed is 8 digits before decimal.

ASN note

You can enter ASN notes in this field and the maximum characters allowed is 200

	Т	U	V	Ψ	X	Y	Z
10							
11							
12	PACKAGE_COUNT	PACKAGE_TYPE	NOTE	LENGTH	UOM_OF_LENGTH	WIDTH	UOM_OF_WIDTH
13			ASN Line Note				
14							
15							
16							
17							
18							
19							
20							
20							

Dimension information (Length, Width, Height and UoM)

LENGTH, WIDTH and HEIGHT

1	V	Ψ	X	Y	Z	AA	AB	AC
10								
11								
12	NOTE	LENGTH	UOM_OF_LENGTH	WIDTH	UOM_OF_WIDTH	HEIGHT	UOM_OF_HEIGHT	LOT_CODE
13	ASN Line Note							
14								
15								
16								
17								
18								
19								
20								
	 • 5A826 	E401CC10920E1	0080000A0A1E6 Se	lection List	: 🕂 : [4		

If there is dimension value in above 3 columns, then the UoM fields (UOM_OF_LENGTH, UOM_OF_WIDTH and UOM_OF_HEIGHT column) are mandatory, pls fill in an appropriate UoM into above 3 UoM fields. Lot code, Manufacture and Net weight

Lot code (LOT CODE column), Manufacture (MANUFACTURE column) and Net weight (NETWEIGHT column)

Lot code: The lot code of the material.

Manufacture: Manufacture name of the material

Net weight: Net weight of the material ,the UoM of net weight must be the same as UoM of Gross weight (GROSS_WEIGHT_UOM column)

	AA	AB	AC	AD	AE	AF	AG
10							
11							
12	HEIGHT	UOM_OF_HEIGHT	LOT_CODE	TANUFACTURE	NETWEIGHT	COUNTRY_CODE	COUNTRY_DESC
13							
14							
15							
16							
17							
18							
19							
20							
	•	5A826E401CC10920	E10080000A0A	1E6 Selection Li	st ! (+)	4	

Country code and description

Country code (COUNTRY_CODE column) and description (COUNTRY_DESC column)

AF	AG	AH	AI
COUNTRY_CODE	COUNTRY_DESC	SHIPTO_LOC_NO	SHIPTO_DESC
		832832SCE	Sales WH
		832832SWP	WIP Warehouse
		0000000WD	areas are 1

Pls refer to "Selection List" worksheet, copy and paste (exactly same as in selection list) into two fields:

G	Н
iCountry Code	Country Code Description (
AD	Andorra (
AE	Utd. Arab Emir. (
AF	Afghanistan J
AG	Antigua/Barbuda D
AI	Anguilla J
AL	Albania J
AM	Armenia J
AN	Dutch Antilles (
AO	Angola (
AQ	Antarctica 1
	T

ASN Cancellation in FSP Portal

To cancel an already created ASN, you need to do in FSP Portal. An OKTA account is required to login into FSP portal. Pls contact your Flex site coordinator to apply for OKTA account.

To cancel an ASN:

1. Login FSP web UI and go to menu "Delivery" \rightarrow "Advance Shipment Notification" \rightarrow ASN Details"

Purchase	Order	- Over	rview (Sup	plier V	/iew)
← ₂→₂ Ж	Exceptions	Purchase Or	der Replenishment	Delivery	Tools
Selection			Advanced Shipping No	otification	Create ASN
Show:		• Re	set 🔺 Go 🛛 Close Sel	ection	ASN Overview ASN Details
Customer Location:	♦ [đ	Т	ASN History
Vata					

Note:

ASN cancellation can only be done on FSP web UI. ASN cannot be cancelled through ASN Excel upload or ASN E-mail response.

	-
← 🔁 🗮 Exceptions Purchase Order Replenishment Delivery Tools	
Selection	
Show: Reset / Go Close Selection	
ASN No.: 📕 1000012342	
Inbound Delivery No.: 🛇	
Packing List:	
Bil/Lading No.:	
Customer Location: 📕 832832SCE	
Ship-From Location: E 832SP2001510	
Change Dublish ASN Cancel ASN Conv ASN Notes Overview ASN History Pri	nt
General Shipping Details Ship-From Location Details Customer Location	n Details Shin-To Location Details Goods Recipient Address Detail
ASN No.: 1000012342 Customer Loca	ation: 832832SCE
Packing Slip No: PACKING_01 My Customer I	ocation No.:
ASN Status: PB-Published Ship-From Loc	ation: 832SP2001510
Delivery Date (ETA): 31.03.2014 23:59:59 My Ship-From	Location No.:
Shipping Date: 31.03.2014 23:59:59	Ship-From Location Number
Document Date: 31.03.2014 00:43:32	

3. Click "Cancel ASN" button to cancel this ASN, click "Yes" to continue in pop-up window:



4. Once ASN is cancelled successfully, it will display the message as below:

Dieplay Massage Log			
Jispiay message Log			
Selection			
Show:	-	Reset / Go Close Selection	
ASN No.:	= 1000012342	đ	
Inbound Delivery No.:	♦	đ	
	A [
Packing List:	\diamond		
Packing List:	↓		

Note:

Once an ASN is cancelled successful, the ASN confirmed schedule line will be removed from PO details view.

If an ASN already contains receipt quantity, it will display below error message and the cancellation process will be terminated:

	enceptiona r		reponsiment	ountery		
ASN 1000012344	cannot be canc	elled with parti	al or full receipt Qty s	successfully.	,	
play Message Log						
election						
ciccuon			1.10 1/			
				to other a		
Show:		Rese	t Go Close Se	lection		
Show:		Rese	t Go Close Se	lection		
Show:	= 10000123	▼ Rese	t Go Close Se	lection		
Show:ASN No.:	■ 10000123 ◇	▼ Rese	t ⊿ Go Close Se	lection		
Show:ASN No.: nbound Delivery No.: Packing List:	■ 10000123 ◇ ◇	▼ Rese	t ⊿ Go Close Se	lection _		
Show:ASN No.: nbound Delivery No.: Packing List: Sill/Lading No.:	■ 10000123 ◇ ◇	▼ Rese	t 🔺 Go Close Se	lection j		
Show: ASN No.: nbound Delivery No.: Packing List: Bil/Lading No.:	 ■ 10000123 ◇ ◇ ◇ ⊗ ■ 83283251 	▼ Rese		lection _		
Show: ASN No.: nbound Delivery No.: Packing List: 3II/Lading No.: Customer Location:	 ■ 10000123 ◇ ◇ ◇ ■ 83283250 	• Rese		lection		

Note:

Once the ASN is canceled, the PO will be unblocked, and supplier can make changes on PO confirmation again.

Description of contents in ASN excel

Column	Data Description
ASNID	The sequence number for PO line record
TO_BE_CONF	To make ASN confirmation, input "Y". By default, this value is blank.
	"Y" or "y" for yes. Enter a "Y" for PO Line Items that you have reviewed and agree to create ASN
	Blank for No, means no updates will be processed for ASN creation, the record will remain as is.
FLEX_PO_NUMBER	The indicator for those PO line which require supplier confirmation:
FLEX_PO_POS	Item Status of the PO line
FLEX_PART_NUMBER	Flex part number
PROD_DESC	Product description
ETA/ETD	Indicator for ETA or ETD on ASN date
SHIP Date (Supplier Dock Date)	ASN Ship date. For ETD supplier, ASN Shipping date is the key value for
	ASN creation and it is defaulted as current date. ASN shipping date (for
	ETD supplier) it cannot be Past due (compare to current date) more than 7 days.

Column	Data Description
DELV Date (Flex Dock Date)	ASN delivery date. For ETA supplier, the ASN Delivery Date will be defaulted same as PO line confirmed date. Supplier cannot confirm a delivery date that 2 days (or more) earlier than PO line confirmed Delivery Date .
ASN_QTY	"ASN_QTY" column shows the quantity to be shipped for the PO. Change the ASN quantity or split shipment is NOT allowed.
	"DUE_QTY" column shows the quantity of pending for shipment, it will be equal to PO Open quantity.
UNIT	Unit of Measure
PACKING_SLIP_NO	Packing Slip number. It is mandatory field for supplier to confirm and it cannot be BLANK.
TRACKING_REFERENCE_NO	Tracking Reference Number. It is mandatory field for supplier to confirm and it cannot be BLANK.
TRACKING_REF_IDENTIFIER	Tracking reference number identifier.
CARRIER_PARTY	Carrier party. The maximum character allowed is 20.
MEANS_OF_TRANSPORT	Means of transport.
gross_weight	Gross weight
GROSS_WEIGHT_UOM	UoM of Gross weight
PACKAGE_COUNT	Package count
PACKAGE_TYPE	Package type
NOTE	Supplier note. The maximum characters allowed is 200
LENGTH	Dimension information for length
UOM_OF_LENGTH	UoM of length
WIDTH	Dimension information for width
UOM_OF_WIDTH	UoM of width
HEIGHT	Dimension information for height
UOM_OF_HEIGHT	UoM of height
LOT_CODE	Lot code
MANUFACTURE	Manufacture code
NETWEIGHT	Net weight. the UoM of net weight will refer to column "GROSS_WEIGHT_UOM"
COUNTRY_CODE	Country code
COUNTRY_DESC	Description of country
SHIPTO_LOC_NO	The warehouse code From Flex
SHIPTO_DESC	Description of Warehouse
REVISION	Item revision
SHIPFROM_LOC_NO	Supplier code used in Flex ERP system

FORECAST EXCEL EMAIL

Flex will send the Forecast file via e-mail with subject keyword "Forecast". Generally, you will receive once a week.



D ALL LO E MULTERURITE .

The excel file contain 2 worksheets

- Forecast data
- Supplier Response Instruction as guidance to commit to Flex forecast

If there are more than 1000 products line, you will receive a zip file containing more than 1 Forecast excel file. This is to improve overall system performance when dealing with huge data.

Please open the zip file and save the Forecast excel files into your local drive with xlsx format.

View Forecast data

The general information is displayed in Forecast header:

H1	5 $\overline{}$: $\times \checkmark f_x$								
	A	В	С	D	E	F	G		
1	Forecast Data								
2	Flex Company ID :	015							
3	Flex Company Name:	Flextronics Electronics Technology(Shenzhen) Co.,Ltd							
4	Supplier Name	HOLEX HONGKONG/CH	HINA LTD						
5	Supplier Type	ETA							
6	Date & Time File generated	09/27/2018	13:57:29	UTC+7		Date Format	II /DD/YYYY		
7									
8									
0	Possanao?(V)	Flow Itom Code	Complian WDW	Flow Morohauso	T+	TOT	Order Tothad		

Forecast Header	Data Description
Flex Company ID	Flex Company code
Flex Company Name	Flex Company name
Supplier Name	Supplier name
Supplier Type	ETA / ETD indicator ; ETA <u>Estimated Time of Arrival</u> . ETD – <u>Estimated Time of Departure</u>
• ETA	ETA – <u>Delivery Date</u> reach Flex facility
• ETD	ETD - <u>Departure Date</u> or Shipment Date of the goods from supplier point
Date & time File Generated	The generation date, time and time zone code
Date Format	The Date format in each forecast time bucket

In Forecast line, the fields in yellow are the columns needed to commit and the remaining fields are only for information.

Time bucket and Forecast Qty in Time bucket

The very first Bucket (in gray color) is used to show previous week's forecast and forecast commit data.

							· · ·										
I I	J	K	L	н	N	0	P	Q	R	S	т	U	v	y .	X	Y	Z
1																	
2																	
3																	
4																	
5																	
6 Date Format	ME/DD/TTTT	E															
7																	
8																	
9 SUPPLIER CODE	01/29/2018	3 02/05/2018	02/06/201	602/07/201	102/08/201	02/09/201	02/10/201	102/11/201	102/12/201	02/13/201	02/14/201	102/15/201	102/16/201	102/17/201	102/18/201	02/19/2010	02/26/2018
10 SP2001510		1000	0	0	0	0	0	0	2000	0	0	0	0	0	0	1200	300
11 SP2001510	0	1000	0	0	0	0	0	0	2000	0	0	0	0	0	0	1200	300
12																	
13 SP2001510		2000	0	0	0	0	0	0	0	0	0	0	0	0	0	1600	400
14 SP2001510	0	2000	0	0	0	0	0	0	0	0	0	0	0	0	0	1600	400
45																	

The following first 14 columns are Daily buckets (Current week and second week).

The remaining 102 buckets are Weekly and the date displayed is on each Monday Date

	н	I	J	W	x	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	
1																		
2																		
3																		
4																		
5																		
6		Bate Format	II/DD/TTTT															
7																		
8																		Ι
9	INFORMATION TYPE	SUPPLIER CODE	01/29/2018	02/17/201	02/18/201	02/19/2018	02/26/201	03/05/2018	03/12/2018	03/19/2018	03/26/2018	04/02/2018	04/09/2018	04/16/2018	04/23/2018	04/30/201	05/07/201	٤
10	FLEXDEMAND	SP2001510		0	0	1200		500		500		0	0	500	0	0	0	
11	PLANSHIP	SP2001510	0	0	0	1200		500		500		0	0	500	0	0	0	I
12																		
13	FLEXDEMAND	SP2001510		0	0	1600	0	0	400	0	400	0	400	0	0	0	0	l
14	PLANSHIP	SP2001510	0	0	0	1600	0	0	400	0	400	0	400	0	0	0	0	l
15																		

Description of Forecast columns

SMI Grid Details	Data Description
Response?(Y)	Input "Y" or "y" in this field. The default blank
	"Y" or "y" for yes. Enter a Y / y for Forecast Items that you have
	reviewed and agree
	Blank field for No - No updates will be made for this item. Hence, if you
	had input the quantity, but neglected to input Y/y in this field, the
	Forecast commitment will not be process and the changes will be lost.
Flex Item	Flex Part Number
Supplier MPN	Manufacturer Part Number
Flex Warehouse	Flex Warehouse Number- Flex company code + Warehouse code
Inventory Commit	Applicable for SMI (Virtual hub) item. The inventory quantity to be committed by supplier.
UOM	Unit of Measure
Order Method	Supplier program for the item:
	SMI: SMI (Supplier Managed Inventory) item
	FLT: Full Lead Time
	CRP: Continuous Replenishment Program
	SMS: Supplier managed Shipment
Supplier Code	Supplier Code in Flex ERP system
Transport Time	The transport time maintained in Flex ERP system
Terms Of Delivery	Delivery Terms
Named Place Of Delivery	Place of shipment from location
Information Type	Information type
FLEX Forecast	Flex Forecast
Supplier Commit	The quantity plan to ship from supplier commitment. This field is editable for supplier to commit
Time Buckets	The very first Date-bucket is used to show previous week's forecast and forecast commit data.
	First 14 time-buckets are Daily (all dates within current week will be displayed)
	Following 102 time-buckets are Weekly

SMI Grid Details	Data Description
Minimum Stock	Used for SMI item. The agreed minimum stock balance and this is for
	information
Maximum Stock	Used for SMI item. The agreed maximum stock. This is only for
	information
Consigned or Hub Inventory Info Only	Applicable for SMI (3PL hub) item. The inventory quantity from Flex
In Transit Inventory (ASN)	ASN quantity . This is only for information
Flex Buyer Name	Flex Buyer name
Item Revision	Product revision level
Last Transaction Date	Last transaction date and time. This column indicates the latest date and
	time the 'forecast data' is sent from Flex for given product. (UTC time
	zone)
Document ID	The document ID from Flex ERP Forecast data. It is for information only
	and used for forecast validation
SMIREF	SMI Reference number , this is for information only.

Make Forecast commit

CRP, SMI and SMS Order Method Forecast commit is mandatory.

The row "SUPPLIER COMMIT "highlighted in Yellow is used to commit Forecast for all the buckets

1	А	В	С	D	E	F	G	н	1	J	K	L	М	N	0	Р	Q	R	
	Forecast [ata																	
	Flex Comp	011																	
	Flex Comp	Flextronic	s Electroni	cs Technol	ogy (Suzh														
	Supplier N	COILCRAF	T SHANGH	AI OFFICE															
	Supplier T	ETA																	
1	Date & Ti	03.03.201	18:00:30	UTC-8		Date Form	DD.MM.Y	YYY											
•																			
	Response	Flex Item	Supplier N	Flex Ware	Inventory	UOM	Order Me	Supplier C	Transport	Terms Of I	Named P	Information Type	18.02.201	25.02.201	26.02.201	27.02.201	28.02.201	01.03.201	02.0
C		CLX-755-0	DO1608C-	011J11101	L	EA	FLT	SPZU0279	7	FCA Hong	Kong, CN	Flex Forecast	2000	2000	0	0	0	C	j .
1		CLX-755-0	DO1608C-	011J11101	0	EA	FLT	SPZU0279	7	FCA Hong	Kong, CN	Supplier Commit	0	2000	0	0	0	C	j .
2																			
3		CLXH-750-	B0860-CLI	011J11101	L	EA	FLT	SPZU0279	7	FCA Hong	Kong, CN	Flex Forecast	3200	3200	0	0	0	0	j
4		CLXH-750	B0860-CL	011J11101	0	EA	FLT	SPZU0279	7	FCA Hong	Kong, CN	Supplier Commit	0	3200	0	0	0	C	j –
5																			
5		CLXH-750	TTDLF 450	011J11101	L	EA	FLT	SPZU0279	7	FCA Hong	Kong, CN	Flex Forecast	1000	1000	0	0	0	C	J

If there is FLEX Forecast, the value will default into Forecast commit quantity in "Supplier Commit " columns .Pls make the commits for all the buckets

Response Y column

Once all commit is done, pls enter "Y" or "y" in "Response" column:

	A	В	С	D
1	Forecast Data			
2	Flex Company ID :	832		
3	Flex Company Name:	Flextronics Industrial (Zhuh	ai) Ltd.	
4	Supplier Name	TULTEK HK LTD_888		
5	Supplier Type	ETD		
6	Date & Time File generate	02/06/2018	03:22:29	PST
7				
8				
9	Response?(Y)	FLEX_ITEM_CODE	SUPPLIER_MPN	FLEX_WAREHOUSE
10		HBK-LP033	MPN002	832832MUT
11	Y	HBK-LP033	MPN002	832832MUT
12				
13		KCRE-100-04006-0241	ERJ2GEJ241X	832832MUT
14	Y	KCRE-100-04006-0241	ERJ2GEJ241X	832832MUT

If there are Forecast data which are not marked "Y" or "y" this item will be considered as not confirmed and it will NOT be processed.

Save and Response Forecast commitment

- 1. Once you have reviewed and made all your Forecast commit in the Excel file, save the Excel sheet as default format (.xlsx format)
- 2. Open the original Forecast excel email
- 3. You MUST reply to this e-mail by clicking "Reply" button (It will use the same server mail address FSPSCP@FLEX.COM and the same e-mail subject in the reply message):

Attach the Forecast file (with .xlsx format) and send the mail.

RE: Dow	vnload of [5440] 2000000210_SMIPLR_SP000001002_UL_0000000832 prof	ile for SMI Planned Receipts - Message	
: Ele Ed : 03 03 1 : 14 Pan : 3 gend	Attach the Forecast commitment xlsx file into the reply mail	1 🛃 Q ¥ 100% € @ 11 Read g 	Type a question for help
🛄 To	00000085 AICS.COM>		
🛄 Cc			
Bcc			
Subject:	RE:	Planned Receipts	
Attach	100000008325MIPLR20120116102306(1).vfsx (14 KB)		Attachment Options
With E Roger	Best Regard r Luo(SZ) iginal Message		

Note:

As the email subject contains important information for ASN response process, please keep the same email subject in your reply mail.

Forecast commit acknowledgement

This may take 10-15 minutes (depending on the size of file and the speed of network to process the data and publish in Flex ERP system.

Flex will send an acknowledgement mail with Forecast commit status. Below is a sample of status mail User Id_SMIPLR_Supplier Id_UL_Company code



Below are the messages that could be included in the acknowledgement mail:

Message	Message Description
Success Message	Values successfully saved.
Error Messages	Only Y or y is allowed (When there is invalid character in "Response" column)

Message	Message Description
	Forecast commit cannot be negative (line XX) (When the forecast commit guantity is negative number)
	Forecast commit cannot be non-numeric / decimal (line XX)(When the non-numeric or decimal character is found in Forecast commit field)

Below is sample of the response mail:

Z000000210_SMIPLR_SP000001002_UL_00000	000832 - Message (Plain Text)							
Elle Edit View Insert Format Iools Actions H	elo							
🔆 🖓 Reply 🍣 Reply to Al 🙈 Forward 🎒 🗈 🔻 🛛								
This message was sent with High importance. Extra line breaks in this message were removed.								
From: fspscd@flextronics.com	Sent:	Wed 1/25/2012 10:45 PM						
To: Roger Luo(SZ) Cc:								
Subject: 2000000210_SMIPLR_SP000001002_UL_00000008	32							
Dear Supplier Roger Luo,		^						
System processed the 2000000210_SMIPLR_SP000001002_UL_0000000832 file you uploaded. Please check the log for details.								
Profile number: 0000000000000005440								
Profile name: 2000000210_SMIPLR_SP00 Sender: 2000000210	00001002_UL_0000000832							
Recipient 000000832								
File upload job started for profile number 54 Forecast commit cannot be negative (line: 8	I40 Processing file 0000000832SMIPLR20120125214906 xisx)) Forecast commit cannot be non-numeric/decimal value (line: 8) Uplo	baded file does not						
contain any data to update File processing f	failed for upload profile number 5440 File upload job finished for profil	e number 5440						
Please do not reply to this auto generated m	nail.							
Regards,								
FSP Support Team		≥						

Please check the commit data and return the mail to Flex.

Make Inventory commit

This is optional data and it is applicable for CRP or SMI item. Buyers will instruct you if commit is required.

The column "INVENTORY_COMMIT" is highlighted in Yellow is used to commit Inventory Qty

1	Å	В	С	D	E
1	Forecast Data				
2	Flex Company ID :	832			
3	Flex Company Name:	Flextronics Industrial (Zhuh	ai) Ltd.		
4	Supplier Name	NULTEK HK LTD_888			
5	Supplier Type	ETD			
6	Date & Time File generate	02/06/2018	03:22:29	PST	
7					
8					
9	Response?(Y)	FLEX_ITEM_CODE	SUPPLIER_MPN	FLEX_WAREHOUSE	INVENTORY_COMMIT
10		HBK-LP033	MPN002	832832MUT	
11	Y	HBK-LP033	MPN002	832832MUT	0
12					
13		KCRE-100-04006-0241	ERJ2GEJ241X	832832MUT	
14	Y	KCRE-100-04006-0241	ERJ2GEJ241X	832832MUT	0
15					

Pls enter the Inventory Qty on hand and respond to Flex.

END OF DOCUMENT