



e2open Supply Collaboration

User Guide

for Supplier role
– Standard User Interface

May 2026



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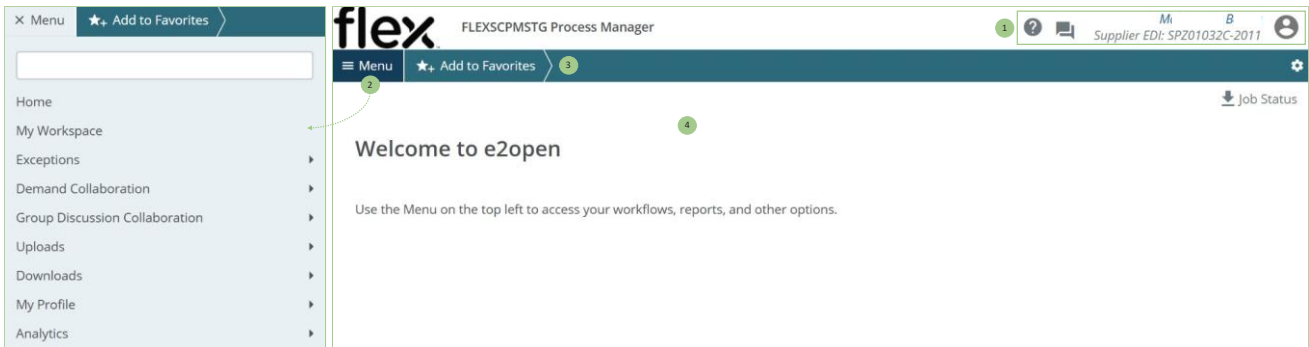
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Getting Started

System Display

The system display is divided into the following sections:

1. **Header:** Help icon, Discussions icon, My Profile.
2. **Menu:** access to submenus and workflows configured in your e2open application.
3. **Favorites Bar:** gives you quick access to the bookmarked pages.
4. **Page Display:** page displayed when a workflow is selected.



Header

In the Header section you can see the following options:


1. Online Help Icon: click the **Help Menu icon** (?) to access the application's online help.
2. Discussions Icon: click the **Discussions icon** (🗨️) to access the discussions you watch.

Tip: to learn more about *Discussions*, go to: [Discussions](#).

3. My Profile: click the **My Profile icon** (👤) to access the profile settings:
 - a. **Username and currently used role**: roles in the solution are defined against dimensions of BP Code (Supplier code), e.g., SPZ01032C, and Flex Site (Site code), e.g., 2011. Access to data is limited by these BP Code and Flex Site.
 - b. **Interface Preferences**: select display density (comfortable/cozy/compact) and color theme (light/dark).
 - c. **Privacy Settings**: click to modify the cookies enablement.
 - d. **About**: click to verify Product Name, Software Version Build Number, Privacy Policy, Acceptable Use Policy, and Terms of Use.
 - e. **Exit**: click to log out of the application. It clears your session and redirects back to the Login page.



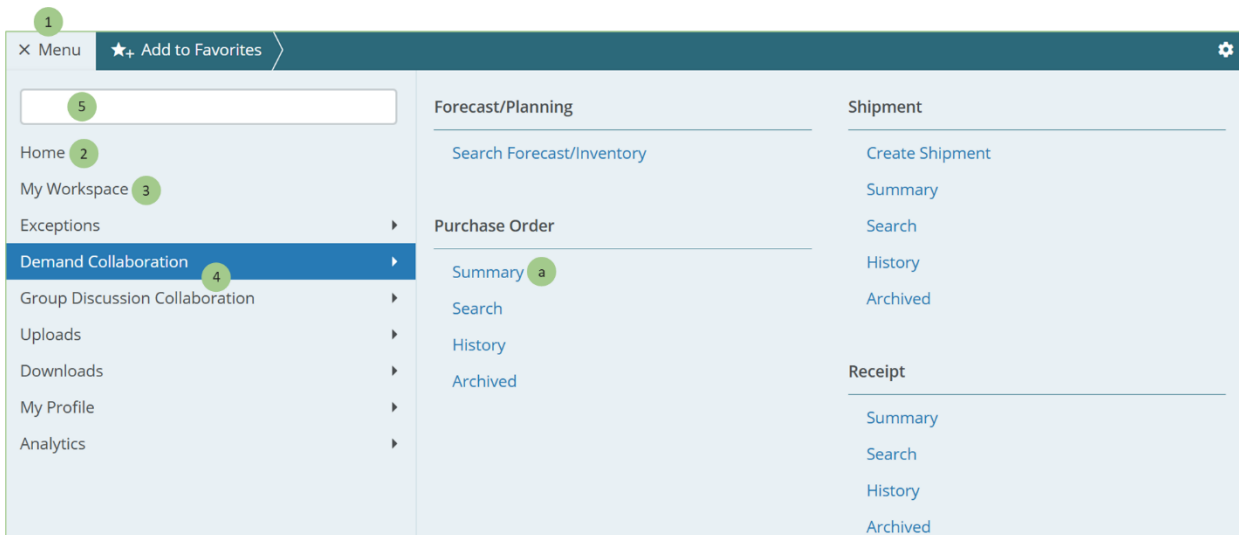
Menu

You conduct most of your movement throughout the application via the Menu ().

- The Menu is an interactive table of contents that offers a view of all available screens in your application in an expandable outline format.
- Use the Menu to access screens, forms, dialogs, commands – all of which are organized in logical submenus and categories.
- The Menu includes a Search field to filter menu items to narrow a given data set and retrieve more simplified results.
- Access to specific submenus and workflows is role dependent.

To access a menu item:

1. Click **Menu** to expand the selection and view all available submenus.
2. Click **Home** to collapse the menu structure and return to the home page.
3. Click a **submenu** to directly access a screen (e.g., *My Workspace*).
4. Click a **submenu with an adjacent arrow** to expand the view with categories along with their associated workflows (e.g., *Demand Collaboration*).
 - a. To access the workflow, click on the **workflow's name** (e.g., *Summary* under the *Purchase Order* category).
5. Alternatively, use **Search** to easily look for the screens you desire.



Favorites

You can access and manage your preferred screens with a functionality referred to as Favorites. You can create, rename, and delete the favorites, as well as create folders and arrange your favorites in a tree-view fashion. All Favorites are stored and managed at User level.

The Favorites functionality includes:

- **Favorites Bar** – for easy access to your bookmarks,
- **Manage Favorites** – for bookmarks maintenance.

Favorites Bar

Favorites Bar is a collection of direct links to your favorite web pages which is stored in your e2open application. Favorites can be created and managed by Users themselves.

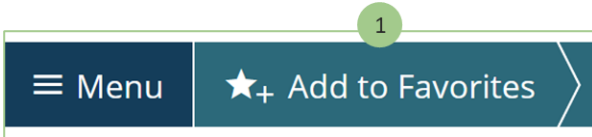
The Favorites Bar is located at the top of the screen:



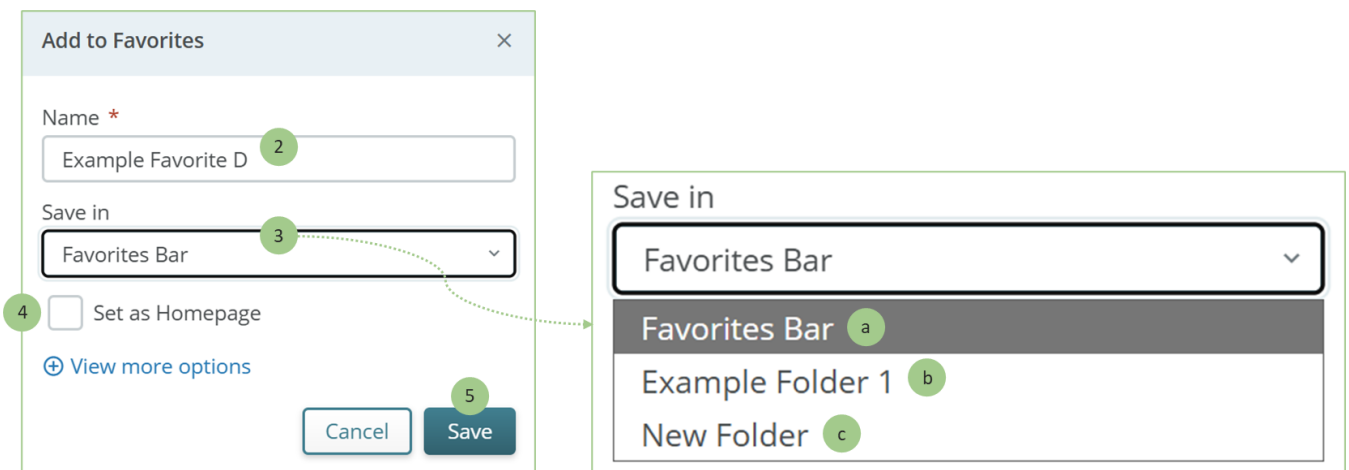
Saving Favorites

To save a screen as your favorite:

1. Navigate to the screen you want to be set as your favorite. In the Favorites Bar, click **Add to Favorites**.



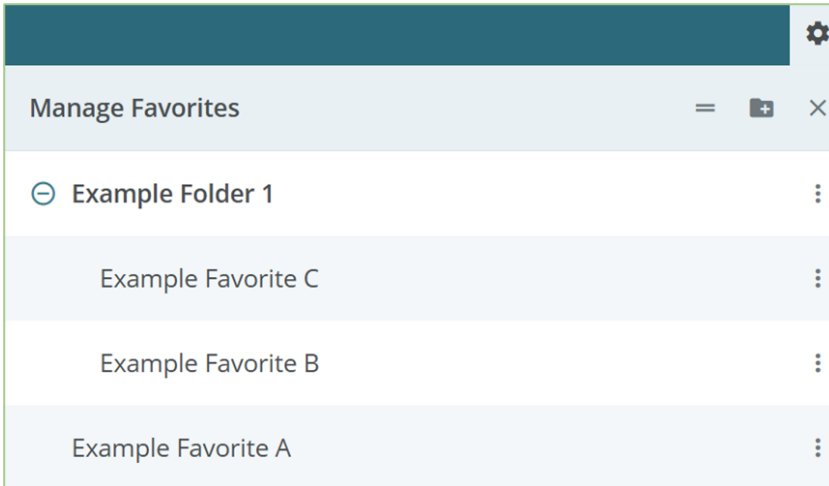
2. The window *Add to Favorites* opens. In **Name**, enter the name of your favorite screen.
3. In **Save in**, choose where to save your new favorite:
 - a. **Favorites Bar**: choose this option to save your favorite report directly to the Favorites Bar. The favorite will be displayed on the bar as level one hierarchy.
 - b. **<Folder name>**: choose any of the existing folders you have previously created. Your favorite screen will be assigned to this folder and can be accessed when expanding the folder name on the Favorites Bar.
 - c. **New Folder**: choose this option to create a folder to which your favorite screen will be assigned. Enter a Folder Name that will be displayed on the bar as level one hierarchy.
4. If you want your favorite screen to become your e2open application homepage, check **Set as Homepage**.
5. Click **Save**.



The favorite is saved and displayed in the defined location.

Manage Favorites

The purpose of the Manage Favorites is to maintain bookmarks. Click the **gear icon** (⚙️) on the right end of the Favorites Bar to open the Manage Favorites:

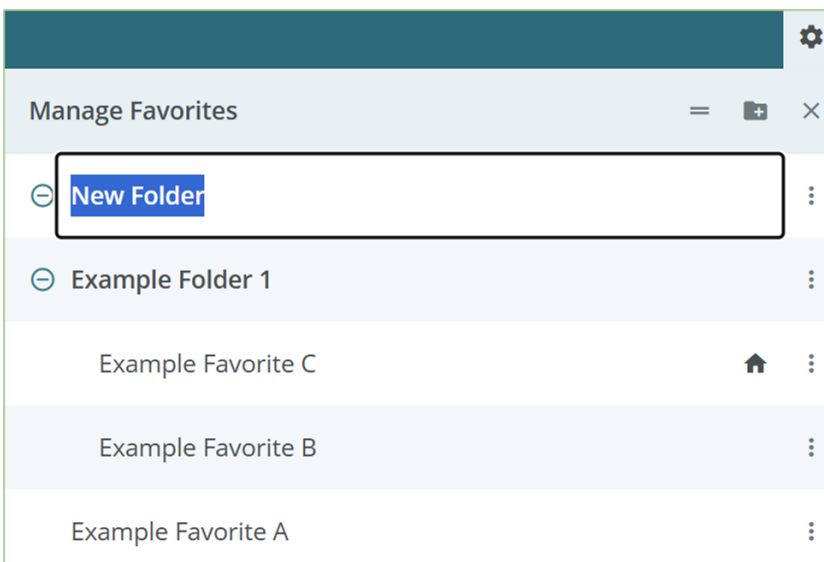


Creating Folders

You can create a folder and assign respective favorites to this folder. This way you are grouping similar favorites under an umbrella term. You can create only a single level hierarchy for your Favorites.

To create a folder for your favorites:

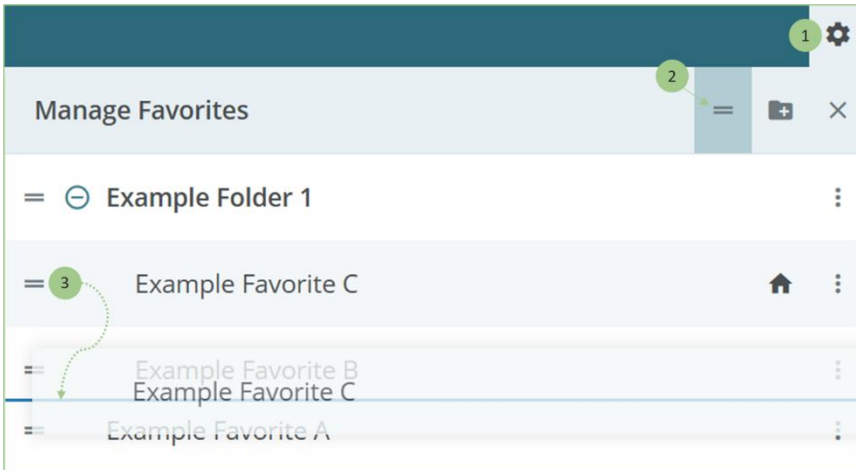
1. Click the **gear icon** on the right end of the Favorites Bar to open Manage Favorites.
2. Click on the **Folders icon** to create a new folder. A new folder is created and highlighted in blue.
3. Type in a folder **name**.



Rearranging Favorites

To rearrange Favorites:

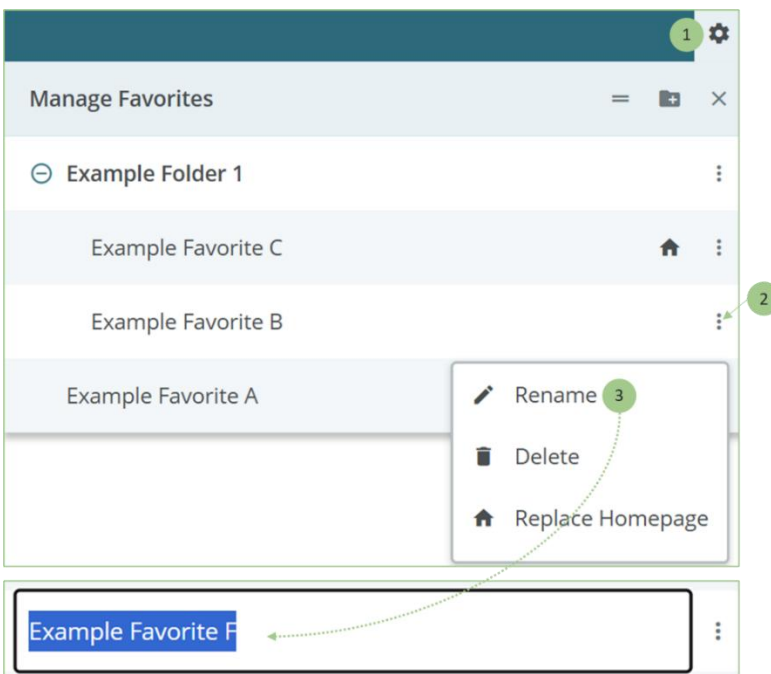
1. Click the **gear icon** on the right end of the Favorites Bar to open Manage Favorites.
2. Click on the **two horizontal lines icon** to activate the rearranging mode.
3. Using the **two horizontal lines** adjacent to your favorite you want to move, drag a favorite and drop it in desired place.



Renaming Favorites

To rename the Favorite:

1. Click the **gear icon** on the right end of the Favorites Bar to open Manage Favorites.
2. Click on the **three vertical dots** adjacent to your favorite you want to rename.
3. Click **Rename**. The favorite title is now editable.
4. Change the name and press the Enter key on your keyboard to save the renamed favorite.

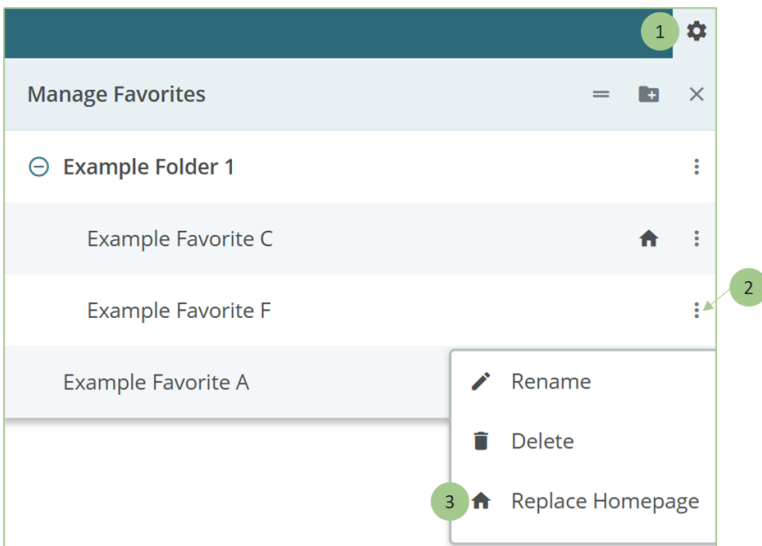


Replacing Homepage

After you have defined your favorite screen as your homepage, you can replace it with another favorite.

To replace the homepage:

1. Click the **gear icon** on the right end of the Favorites Bar to open Manage Favorites.
2. Click on the **three vertical dots** adjacent to your favorite screen you want to set as homepage.
3. Click **Replace Homepage**. This favorite is now your homepage.

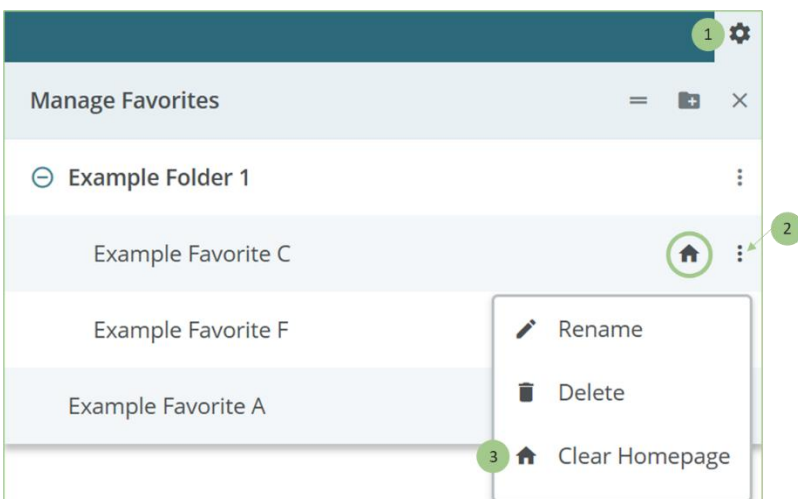


Clearing Homepage

After you have defined your favorite screen as your homepage, you can clear it and reset the homepage to default.

To clear the homepage:

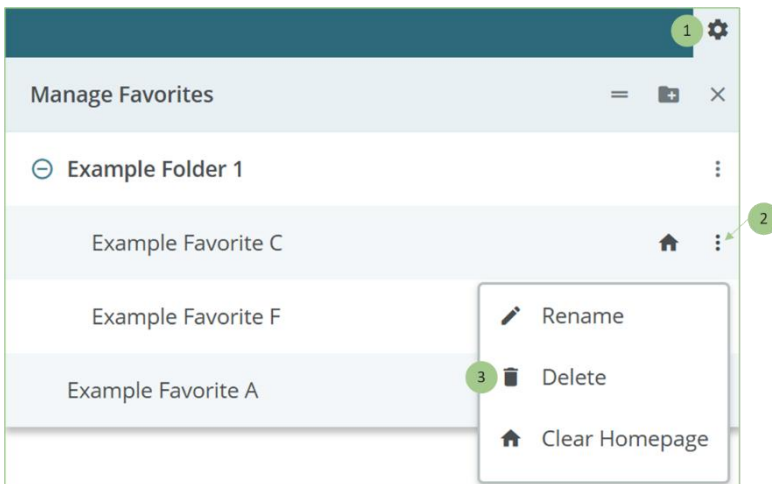
1. Click the **gear icon** on the right end of the Favorites Bar to open Manage Favorites.
2. Click on the **three vertical dots** adjacent to your favorite screen that is set as your current homepage (marked with **🏠** icon).
3. Click **Clear Homepage**. This resets the homepage to default.



Deleting Favorites

To delete the Favorite:

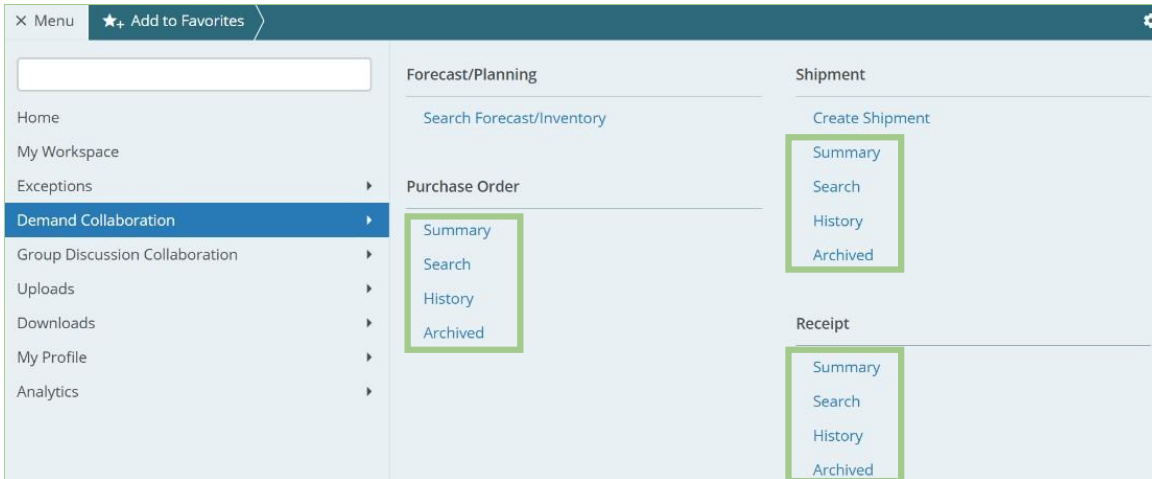
1. Click the **gear icon** on the right end of the Favorites Bar to open Manage Favorites.
2. Click on the **three vertical dots** adjacent to your favorite you want to delete.
3. Click **Delete**.



Navigation

Search and Filter in the Application

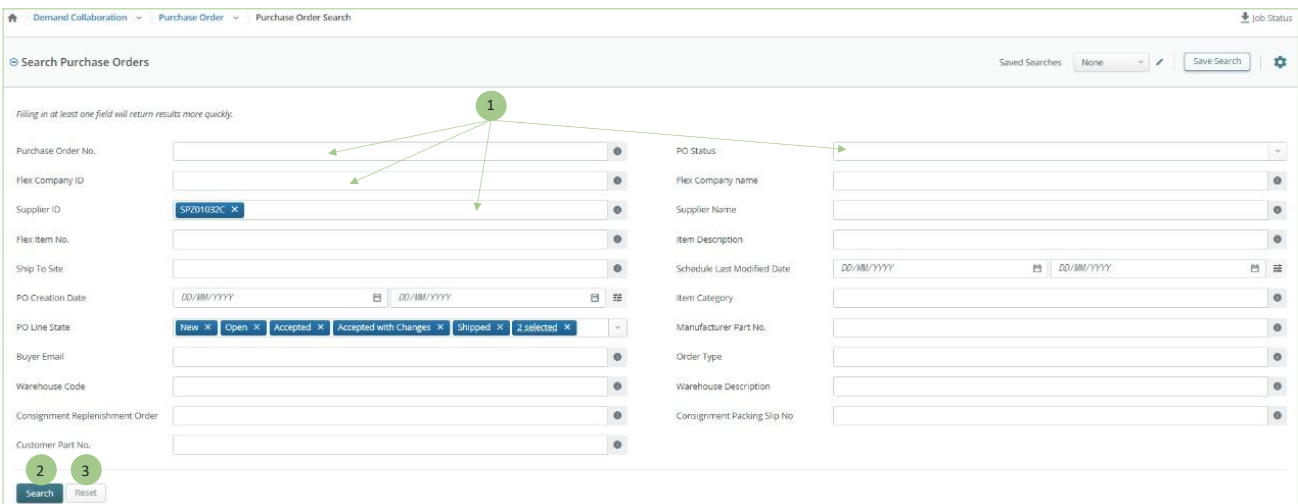
When you need to search for an Object (Purchase Order, Shipment, Receipt) you can use the following pages: Search, Summary, History, Archived.



Search

Search is best used when you know something particular about the Object, such as number, name, or description, that can be typed into the search fields.

1. Use search boxes to enter your criteria.
2. Click **Search** to initiate the search.
3. Click **Reset** to clear the search boxes.



Summary

The Summary screen is best used when you want to access Objects grouped by State and further refine the results based on particular parameters.

1. Click on the **State Name** or **Total** to access the Objects.
2. Optionally, click on the (+) icon to expand the filters section.

Purchase Order Schedule Summary Purchase Order Summary

Purchase Order Summary Saved Searches None Save Search

State	Total	State	Total
New	1	Shipped	2
Open	34	Cancelled	0
Accepted	6	Received	0
Accepted with Changes	6		

- a. Use search boxes to enter your criteria.
- b. Click **Search** to filter the results.
- c. Click **Reset** to clear the search boxes.
- d. Click the (-) icon to collapse the filters section.

Purchase Order Schedule Summary Purchase Order Summary

Purchase Order Summary Saved Searches None Save Search

Purchase Order No. Flex Company ID Supplier ID Flex Item No. Ship To Site PO Creation Date PO Line State Buyer Email Warehouse Code Consignment Replenishment Order Customer Part No.

PO Status Flex Company name Supplier Name Item Description Schedule Last Modified Date Item Category Manufacturer Part No. Order Type Warehouse Description Consignment Packing Slip No.

Search Reset

History

History is a record of changes that have been made to an Object, that provides documentary evidence of the sequence of activities that have affected at any time a specific operation or event, such as PO Response and Shipment Changes.

1. Use search boxes to enter your criteria.
2. Click **Search** to initiate the search.
3. Click **Reset** to clear the search boxes.

4. Filter by **Change Field**.
5. Filter by **Operation Type**.
6. Review the **Object's details** (scroll right to view all columns).
7. Review the **Change details**.

Transaction Date	Operation Type	Role	User	Purchase Order No.	PO Line No.	Schedule State	Flex Company	Change Field	Old Value	New Value		
26/03/2026	14:33:12	Update	e2open_super_role	tl	PO-20260213-STG-396	30	Shipped	2011	Last Action	InsertORUpdate	DepUpdateShipmentInfo	
26/03/2026	14:00:41	Insert	e2open_super_role	e	r	PO-20260213-STG-396	30	Open	2011	Schedule State	Open	Shipped
12/03/2026	12:33:11	Update	system_update	system_update	PO-TEST-STG-001	10	Shipped	2011	All	Last Action	DepUpdateShipmentInfo	Update_LTS_PO_Flag
29/01/2026	11:15:12	Update	Supply_Chain_Owner	n	a	PO-TEST-STG-001	10	Shipped	2011	Schedule State		Shipped
28/01/2026	06:41:27	Update	Supplier EDI: SP201032C-2011	n	1	PO-TEST-STG-001	10	2011	Last Action	UI_Update_MP	DepUpdateShipmentInfo	

Archived

All Purchase Orders, Shipments, and Receipts will be updated to the “Archived” State when their Header State is “Received” or “Cancelled”, and the Last Modified Date is older than 180 Days.

After that time, all Archived Objects will be available in their corresponding *Archived* workflow for the next 360 days, after which they are going to be purged from the system.

1. Use search boxes to enter your criteria.
2. Click **Search** to initiate the search.
3. Click **Reset** to clear the search boxes.

The screenshot shows the 'Search Purchase Orders' interface. At the top, there are navigation tabs for 'Demand Collaboration', 'Purchase Order', and 'Archived'. A 'Save Search' button and a gear icon are in the top right. Below the header, a message states 'Filling in at least one field will return results more quickly.' The search form contains various input fields: Purchase Order No., Flex Company ID, Supplier ID, Flex Item No., Ship To Site, PO Creation Date (with date pickers), PO Line State (set to 'Archived'), Buyer Email, Warehouse Code, Consignment Replenishment Order, and Customer Part No. On the right side, there are dropdown menus for PO Status, Flex Company name, Supplier Name, Item Description, Item Category, Manufacturer Part No., Order Type, Warehouse Description, and Consignment Packing Slip No. There are also date pickers for 'Schedule Last Modified Date'. At the bottom left, there are 'Search' and 'Reset' buttons. A green circle with the number '1' is placed over the search input fields, and a green circle with the number '2' is over the 'Search' button. A green circle with the number '3' is over the 'Reset' button. Arrows point from the '1' circle to the search input fields.

Edit Filters

Use the Edit Filters option to configure your search fields display. You can show, hide, or rearrange search fields, as required.

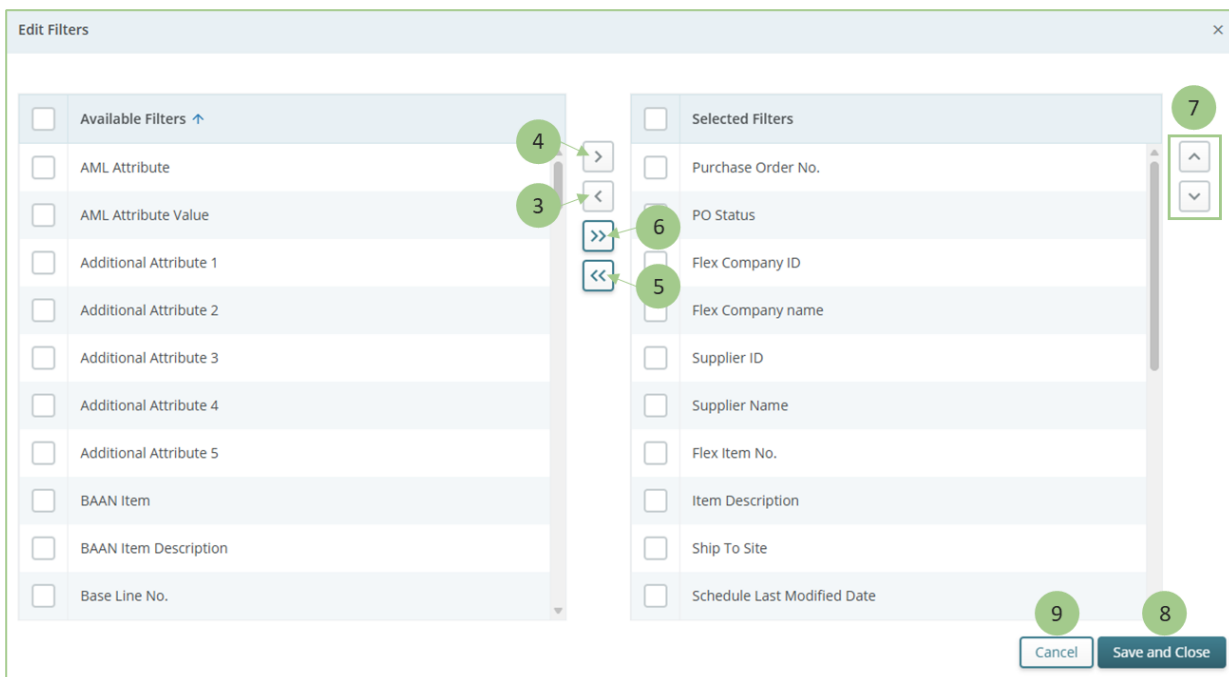
1. Click the **gear icon** on the right corner of any of the filters view page.
2. Click **Edit filters**. The *Edit Filters* window appears.
 - a. To reset the search fields display to default select **Reset**.

The screenshot shows the 'Search Purchase Orders' interface with the 'Edit Filters' window open. The search form is similar to the previous screenshot, but the 'PO Line State' dropdown is now set to 'New' and has several other states selected: 'Open', 'Accepted', 'Accepted with Changes', and '3 selected'. The 'Edit Filters' window is open in the top right corner, showing a gear icon, 'Edit filters', and 'Reset' options. A green circle with the number '1' is over the gear icon, a green circle with the number '2' is over the 'Edit filters' text, and a green circle with the letter 'a' is over the 'Reset' button. Arrows point from the '1' circle to the gear icon, from the '2' circle to the 'Edit filters' text, and from the 'a' circle to the 'Reset' button.

3. To hide search fields from your current page view, click the search field's checkbox to select from the *Selected Filters* and click the **move to the left button** to move it to the *Available Filters*.
4. To show search fields on your current page view, click the search field's checkbox to select from the *Available Filters* and click the **move to the right button** to move it to the *Selected Filters*.
5. The **move all to the left button** moves all search fields from the *Selected Filters* to the *Available Filters*.
6. The **move all to the right button** moves all search fields from the *Available Filters* to the *Selected Filters*.
7. To reorder the search fields display on the page, click the search field's checkbox to select from the *Selected Filters*, and click the **up** or **down button** to rearrange the search fields.

Note: Alternatively, use your mouse cursor, select a search field you want to move and drag and drop it at the desired location.

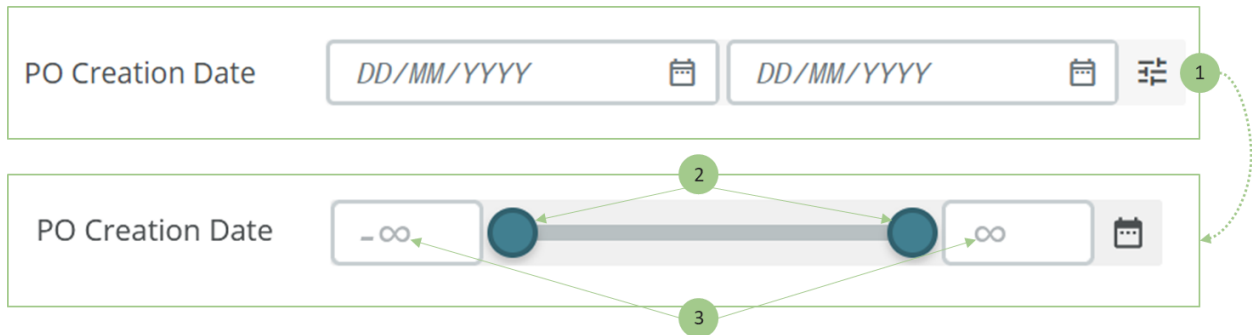
8. Click **Save and Close** to save the changes and close the *Edit Filters* window.
9. Click **Cancel** to clear the changes and close the *Edit Filters* window.



Relative Date Filter

On any date fields, if you prefer to set a duration range instead of the specific date range, use the Relative Date Filter.

1. Click the **Relative Date Filter icon** beside the date fields.
2. Drag the **Date Range Slider** to set number of days in past and/or days in future, as appropriate
3. Alternatively, type the **numbers** to set number of days in past and/or days in future.



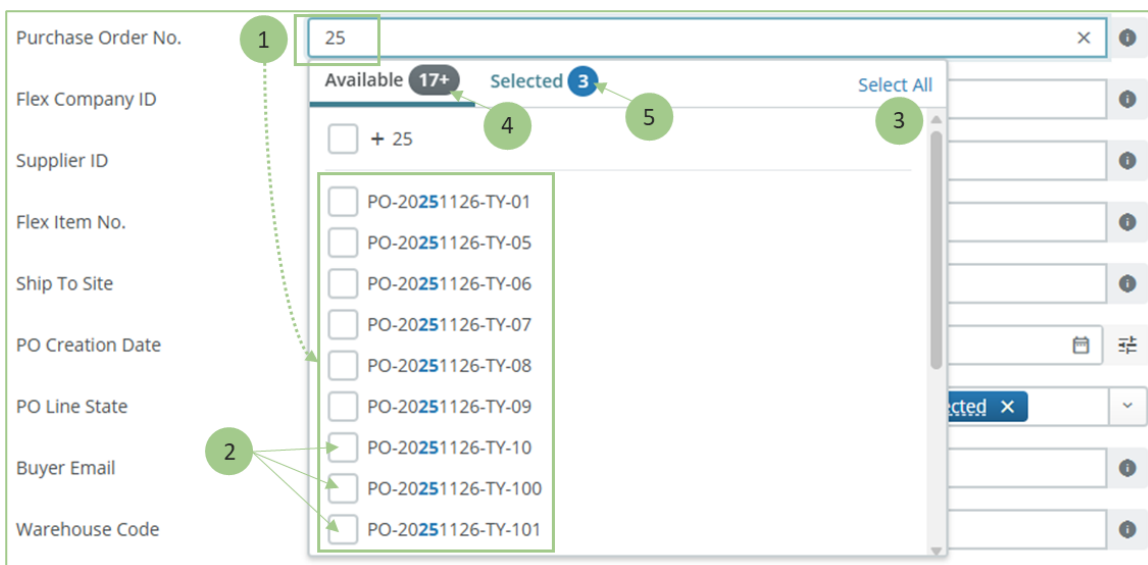
Auto-complete Search

Auto-complete search provides a pre-populated list of suggestions as you type, leveraging searching and filtering.


1. Start typing part of your search criteria. A *pop-up menu* will appear with options containing your search string.
2. Select one or multiple values using **checkboxes**.

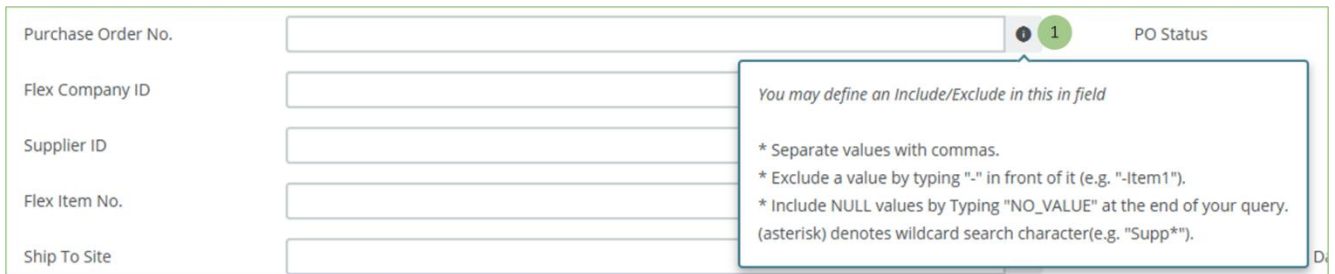
Note: the maximum value selection limit is 5000 records.

3. You may also select all values by clicking on **Select All**.
4. All search results are displayed under the **Available** tab.
5. Selected results are displayed under the **Selected** tab.



Information Icon

1. On each search field, mouse-over on the **information icon** () to view the explanations on how to:
 - Separate values,
 - Exclude search criteria,
 - Include null values,
 - Perform a wildcard search.



The screenshot shows a search interface with five input fields: Purchase Order No., Flex Company ID, Supplier ID, Flex Item No., and Ship To Site. An information icon (a circle with an 'i') is located to the right of the first field. A tooltip box is open over this icon, containing the following text:

You may define an Include/Exclude in this in field

- * Separate values with commas.
- * Exclude a value by typing "-" in front of it (e.g. "-Item1").
- * Include NULL values by Typing "NO_VALUE" at the end of your query. (asterisk) denotes wildcard search character(e.g. "Supp*").

Save Search Criteria

You can save the most frequently used search criteria for easier search.

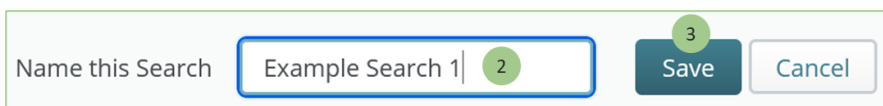
To save your search criteria:

1. Click the **Save Search** button.



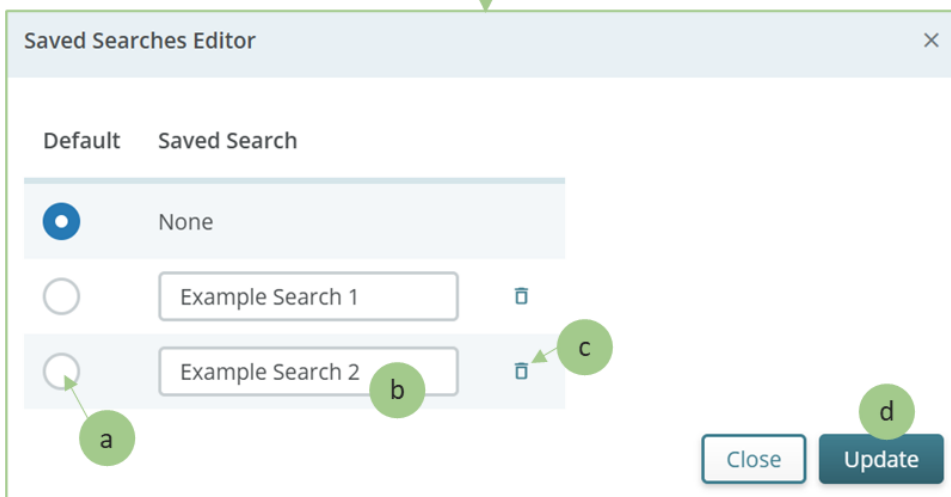
The screenshot shows the search interface with a search bar containing "Search Purchase Orders". To the right of the search bar, there is a "Saved Searches" dropdown menu set to "None", a "Save Search" button (highlighted with a green circle and labeled '1'), and a settings gear icon.

2. Provide the search **name**.
3. Click on **Save** button to save your search filter.

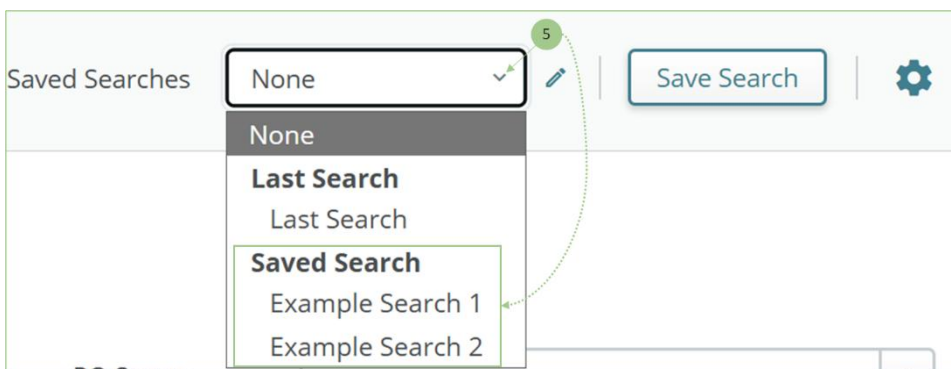


The screenshot shows a dialog box titled "Name this Search". The input field contains "Example Search 1" (highlighted with a blue box and labeled '2'). To the right of the input field are two buttons: "Save" (highlighted with a green circle and labeled '3') and "Cancel".

4. Click the **pen icon** to launch Saved Search Editor which allows you to edit/delete the saved search.
 - a. To set your search filter as the default search, click the **radio button** next to the saved search name. If a filter is set to be the default by clicking the radio button, the search fields will be pre-filled when you enter the page.
 - b. To rename the saved search, **type a new name**.
 - c. To remove the saved search, click the **bin icon**.
 - d. Click the **Update** button to save your changes.



5. Click the **Saved Searches drop-down menu** to switch to other search filters you defined.



Order Management List Page

You will find all relevant Purchase Order, Shipment, and Receipt data available on the List Pages. Users provisioned with appropriate write-access permissions can collaborate on Objects by exchanging data on the List Page. For example, the User with a Supplier role can provide response data against requests.

Work with List Pages

1. Re-define the search filters by clicking on **plus icon**.
2. To switch between ascending (A>Z, 1>3) and descending (Z>A, 3>1) sort order for a column, click the **Sort Order icon**. The number indicates the order of sort by column.
3. For a list spread over multiple pages, use the **Previous Page** and **Next Page** buttons.
 - a. Alternatively, type the **number** of the page you want to navigate to, and click on **Jump**.
4. Expand the **drop-down menu** to change the number of records per page.
5. Click on the **arrow button** and select **Export** to export list page records to a .tsv file.
6. To view data in all columns, **scroll right**.
7. Click on the **plus icon** next to the Object's number to display data in vertical detail view.

The screenshot shows the 'Purchase Order Schedules' list page. It features a search bar at the top left with a plus icon (1). The table has columns for Purchase Order No., PO Line No., PO Line State, PO Status, Flex Company ID, Flex Company name, Supplier ID, Supplier Name, and Request Quant. The 'Request Quant' column has a sort order icon (2) and a plus icon (7). The table is paginated, showing 'Page 1 of 2: 37 Records, 1 Selected'. At the bottom, there are navigation buttons: 'Accept', 'Edit Promises', 'Create Shipment', 'View History', and 'Reset'. On the right side, there are 'Go To Page' and 'Jump' buttons (3), a 'Records per page' dropdown menu (4), and an 'Export' button (5). A scroll bar is visible at the bottom of the table (6).

8. To directly freeze, collapse, resize or remove a selected column, click the **three vertical dots icon** next to the column name and select the option to execute.

Note: This change is only applicable to the current login session.

9. To make a permanent change, select the **Open Table Editor** to customize your entire table settings preference.

The close-up shows the column header for 'Flex Company name'. To its right is a menu icon (three vertical dots) (8). A dropdown menu is open, showing options: 'Freeze', 'Collapse', 'Resize', 'Remove', and 'Open Table Editor' (9). The 'Open Table Editor' option is highlighted with a green circle.

Table Editor

You can configure data fields displayed on the List Page by using the Table Editor.

1. Click the **gear icon** and select **Open Table Editor**.
 - a. Alternatively, click the **three vertical dots icon** next to the column name and select **Open Table Editor**.

Purchase Order Schedules Page 1 of 2: 37 Records

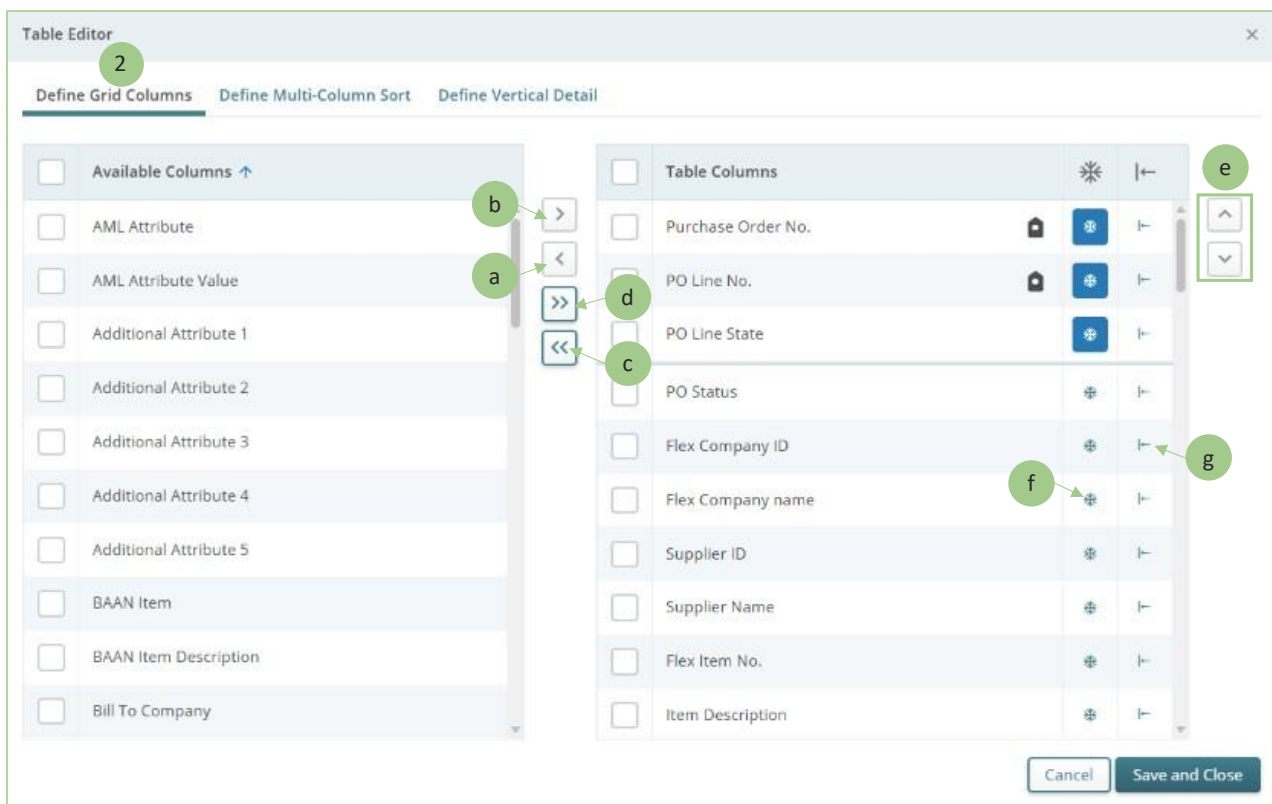
	Purchase Order No.	PO Line No.	PO Line State	PO Status	Flex Company ID	Flex Company name	Supplier ID	Supplier Name	
<input type="checkbox"/>	<input type="radio"/> PO-2026-02-02 (0)	10 (0)	Open	Split-Flex Pending Action	2011	Flextronics Electronics Technology (Suzhou) Co Ltd	SPZ01032C		300
<input type="checkbox"/>	<input type="radio"/> PO-2026-02-02 (0)	10 (0)	Open	Split-Flex Pending Action	2011	Flextronics Electronics Technology (Suzhou) Co Ltd	SPZ01032C		300
<input type="checkbox"/>	<input type="radio"/> PO-20260213-STG-392 (0)	20 (0)	Open	Split-Flex Pending Action	2011	Flextronics Electronics Technology	SPZ01032C		2,000
<input type="checkbox"/>	<input type="radio"/> PO-20260213-STG-392 (0)	20 (0)	Open	Split-Flex Pending Action	2011	Flextronics Electronics Technology	SPZ01032C		2,000
<input type="checkbox"/>	<input type="radio"/> PO-20260213-STG-392 (0)	40 (0)	Open	Open	2011	Flextronics Electronics Technology	SPZ01032C		2,000
<input type="checkbox"/>	<input type="radio"/> PO-20260213-STG-392 (0)	50 (0)	Open	Open	2011	Flextronics Electronics Technology	SPZ01032C		2,000

2. Under **Define Grid Columns** tab:

- a. To remove columns from your current page view, click the column checkbox to select from the *Table Columns* and click the **move to the left button** to move it to the *Available Columns*.
- b. To add columns to your current page view, click the column checkbox to select from the *Available Columns* and click the **move to the right button** to move it to the *Table Columns*.
- c. The **move all to the left button** moves all columns from the *Table Columns* to the *Available Columns*.
- d. The **move all to the right button** moves all columns from the *Available Columns* to the *Table Columns*.
- e. To reorder the column display on the page, click the column checkbox to select the column, and click the **up** or **down button** to rearrange the columns.

Note: Alternatively, use your mouse cursor, select a column you want to move and drag and drop it at the desired location

- f. Click the **Freeze/UnFreeze icon** if you need to include a column to the Freeze column side.
- g. Click the **Collapsed/UnCollapsed icon** if you need to collapse or un-collapse a column.

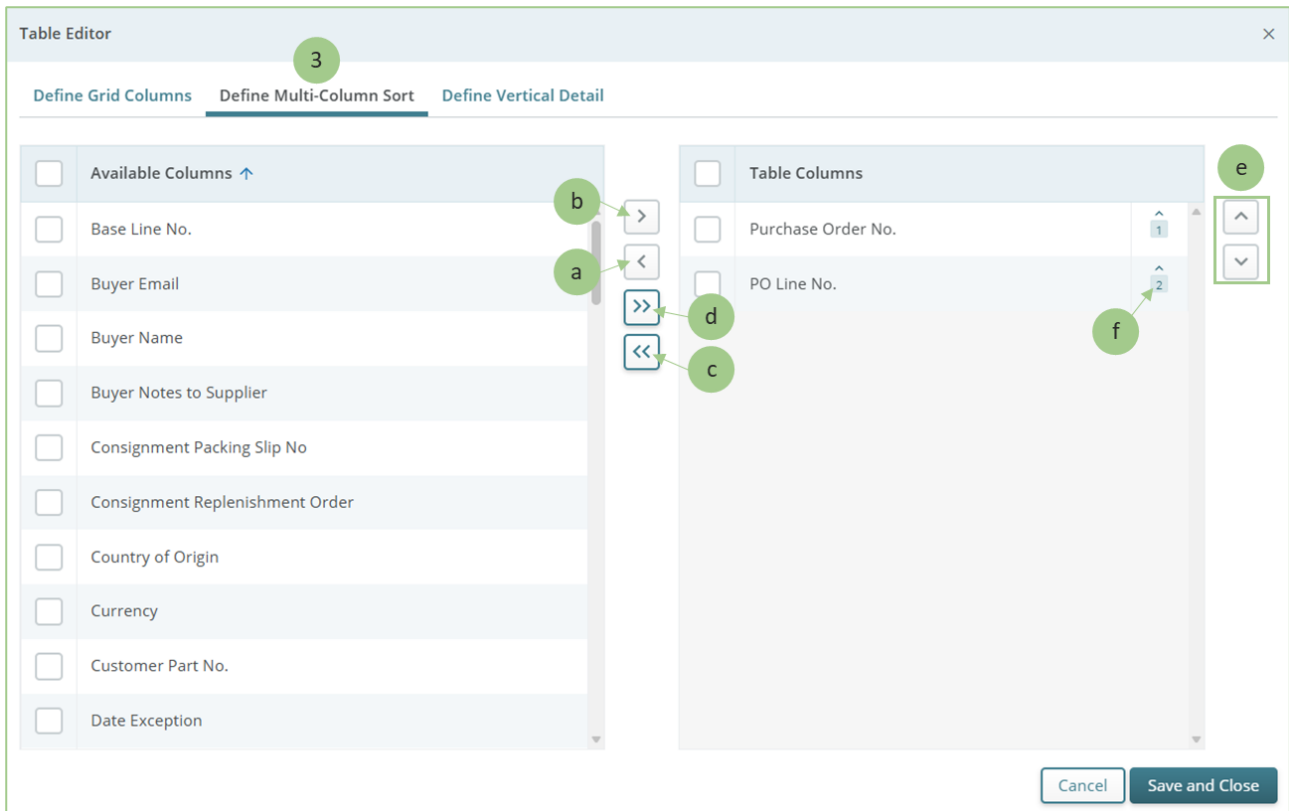


3. Under **Define Multi-Column Sort** tab:

- a. To remove columns from your sorting order, click the column checkbox to select from the *Table Columns* and click the **move to the left button** to move it to the *Available Columns*.
- b. To apply the sorting order to a column, click the column checkbox to select from the *Available Columns* and click the **move to the right button** to move it to the *Table Columns*.
- c. The **move all to the left button** moves all columns from the *Table Columns* to the *Available Columns*.
- d. The **move all to the right button** moves all columns from the *Available Columns* to the *Table Columns*.
- e. To reorder the column sorting, click the column checkbox to select the column, and click the **up or down button**.

Note: Alternatively, use your mouse cursor, select a column you want to move and drag and drop it at the desired location

- f. To switch between ascending (A>Z, 1>3) and descending (Z>A, 3>1) sort order for a column, click the **Sort Order icon**.



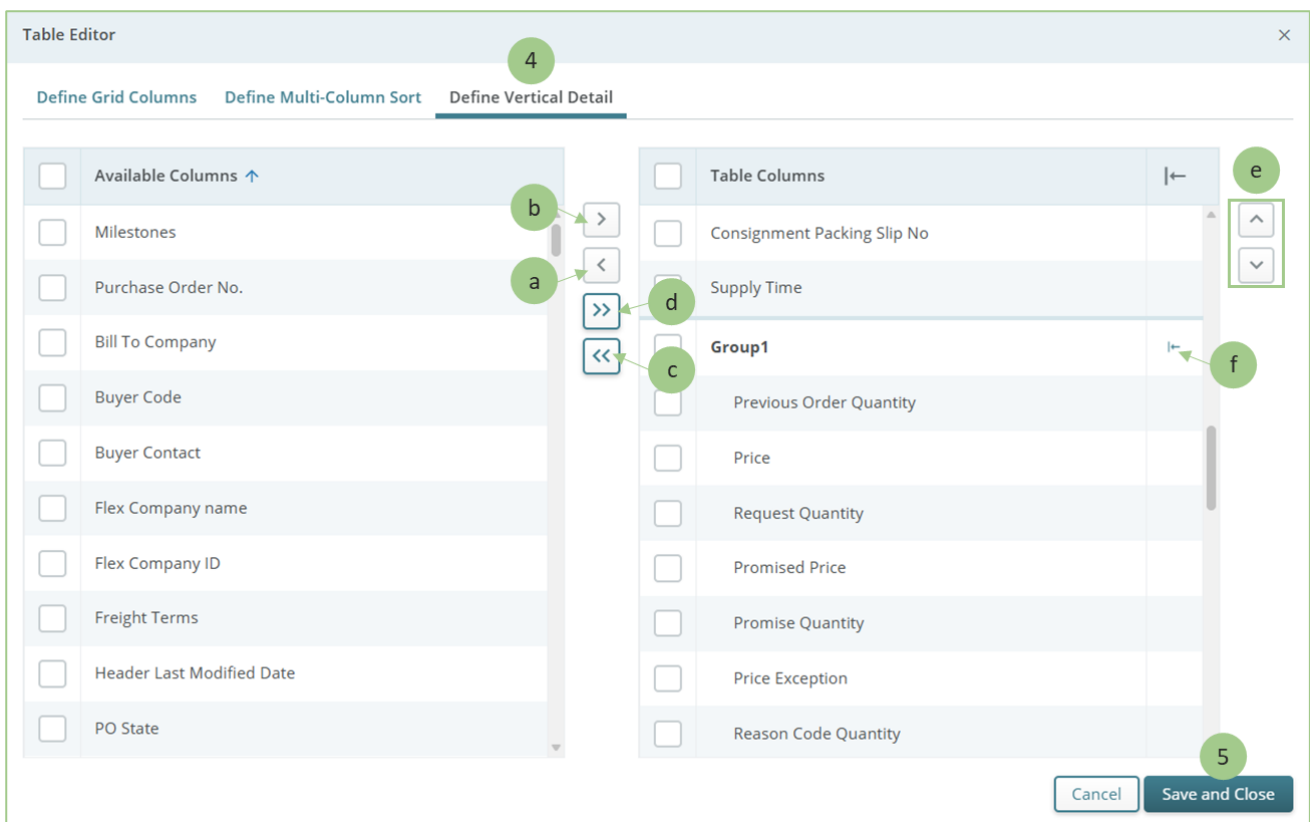
4. Under **Define Vertical Details** tab:

- a. To remove fields from your current vertical details view, click the field checkbox to select from the *Table Columns* and click the **move to the left button** to move it to the *Available Columns*.
- b. To add fields to your current vertical details view, click the field checkbox to select from the *Available Columns* and click the **move to the right button** to move it to the *Table Columns*.
- c. The **move all to the left button** moves all fields from the *Table Columns* to the *Available Columns*.
- d. The **move all to the right button** moves all fields from the *Available Columns* to the *Table Columns*.
- e. To reorder the fields display on the page, click the field checkbox to select the field, and click the **up** or **down button** to rearrange the fields.

Note: Alternatively, use your mouse cursor, select a field you want to move and drag and drop it at the desired location

- f. Click the **Collapsed/UnCollapsed icon** if you need to collapse or un-collapse a group of fields.

5. Click the **Save and Close** button upon completing your setting and view the new display settings.



Breadcrumbs

Breadcrumbs are control elements used as a navigational aid in the application. They allow Users to keep track and maintain awareness of their locations.

Breadcrumbs track the entire trail end-to-end and provide links back to each previous page the User navigated through.

Example:



Back to Previous breadcrumb is accompanied by a tool tip with information about direction.

Example:



Downloads and Uploads

Download Purchase Order/Shipment Data

To download Purchase Order or Shipment data from the system:

1. Navigate to **Menu** → **Downloads** → **Purchase Order** or **Shipment**.
2. Use search boxes to enter your criteria.
3. Click **Search to Download**.

Downloads > Demand Download > Search Purchase Order

Search Purchase Orders

Filling in at least one field will return results more quickly.

Purchase Order No.

PO Creation Date

Supplier ID

Original Flex Internal Item

BAAN Item

Ship To Site

Schedule Last Modified Date

Buyer Code

Flex Company name

Supplier Name

Original Flex Internal Item Description

BAAN Item Description

Flex Company ID

3 Search to Download Reset

Tip: other navigation features on this *Search* page are the same as for any other *Search* page. To learn more, go to: [Search and Filter in the Application](#).

4. Optionally, enter a **comment** to identify your download jobs.
5. Click **Next** to initiate the download.

Downloads > Demand Download > Search Purchase Order > Download Purchase Order

Select Document Type

Document Type **Purchase Order Download**

Comments

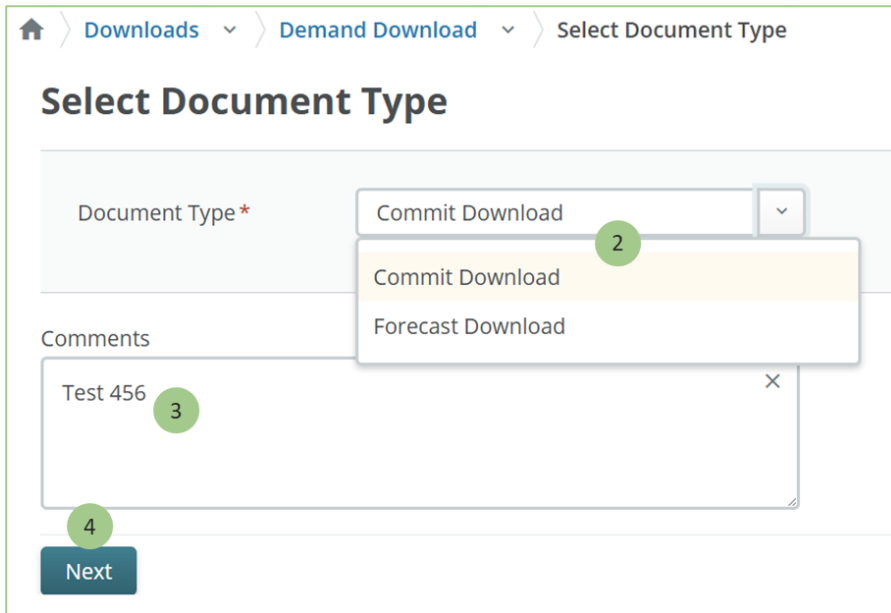
Test 123

5 Next

Download Forecast/Inventory Data

To download Forecast/Inventory data from the system:

1. Navigate to **Menu** → **Downloads** → **Forecast/Commit**.
2. Select a **Document Type** from the drop-down menu.
3. Optionally, enter a **comment** to identify your download jobs.
4. Click **Next**.



Home > Downloads > Demand Download > Select Document Type

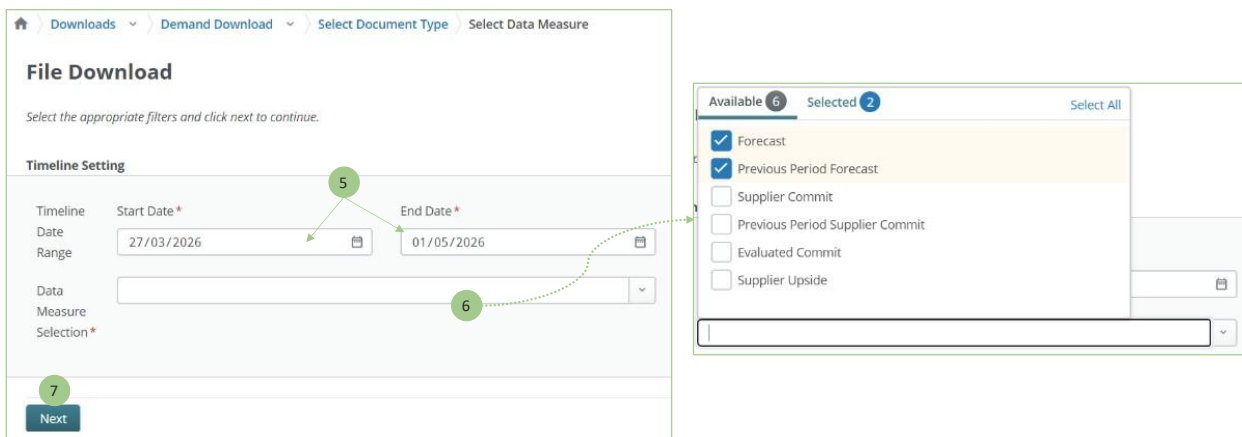
Select Document Type

Document Type* Commit Download 2

Comments
Test 456 3

4 **Next**

5. Enter the **Start Date** and **End Date**.
6. From the Data **Measure Selection** drop-down menu, select the Data Measures using **checkboxes**.
7. Click **Next**.



Home > Downloads > Demand Download > Select Document Type > Select Data Measure

File Download

Select the appropriate filters and click next to continue.

Timeline Setting

Timeline Start Date* 27/03/2026 5 End Date* 01/05/2026

Date Range

Data Measure Selection* 6

7 **Next**

Available 6 Selected 2 Select All

- Forecast
- Previous Period Forecast
- Supplier Commit
- Previous Period Supplier Commit
- Evaluated Commit
- Supplier Upside

8. Use search boxes to enter your criteria.
9. Click **Search** to initiate the download.

Downloads > Demand Download > Select Document Type > Select Data Measure > Filter Collab To Download

Job Status

Search

Saved Searches: None | Save Search

Search Tip: Enter data values in one or more of the search fields to view all collaborations which match that criteria. Note that the search is case sensitive.

Flex Company ID

Flex Company Name

Flex Item No

Flex Item Description

Customer Site

Customer Site Description

Global Customer Id Cust

Supplier ID: SPZ01032C

Supplier Name

Supplier Item

Supplier Item Description

Supplier Site

Supplier Site Description

Global Supplier Id

Data Existence Filter

From: DD/MM/YYYY To: DD/MM/YYYY

Search Reset

Tip: other navigation features on this **Search** page are the same as for any other **Search** page. To learn more, go to: [Search and Filter in the Application](#).

Upload Data

To upload Purchase Order, Shipment, or Forecast/Inventory data:

1. Navigate to **Menu** → **Uploads** → **Order Execution (Demand)**.
2. Select a **Document Type** from the drop-down menu.

Tip: the *Document Type* selection depends on the process. To learn more, go to: [Respond to Purchase Orders via Excel](#) / [Create Shipments via Excel](#) / [Update or Cancel Shipments via Excel](#) / [Provide Supplier Commit via Excel](#).

3. Drag and drop a file to a **blue box** or click on **Or select file** and select a file from your local drive.
4. Optionally, enter a **comment** to identify your download jobs.
5. Click **Next** to initiate the Upload.

The screenshot shows a web interface for uploading data. At the top, there is a breadcrumb trail: 'Uploads' > 'Demand Upload' > 'Order Execution (Demand)'. The main heading is 'Select Document Type'. Below this, there is a 'Document Type*' dropdown menu. A callout '2' points to the dropdown. The dropdown is open, showing options: 'PO Response Upload' (highlighted), 'ASN Upload', 'PO Response Upload', and 'Supplier Commit'. Below the dropdown is a large blue dashed box representing a file upload area. A callout '3' points to this area. Inside the box, there is a 'Drag drop file here*' label and an 'Or select file' button. Below the upload area, there is a file name 'discreteOrders.xlsx' with a close button. Below that is a 'Comments' text area containing 'Test 789' and a callout '4'. At the bottom left, there is a 'Next' button and a callout '5'.

Download/Upload Status

When the Download/Upload Job is initiated:

1. The **Status** column indicates the progress of the file to be downloaded/uploaded:
 - **Queued**: system is working on other files and will get to your file momentarily.
 - **In Process**: system is writing data.
 - **Completed**: system is done writing the data. File download is ready.
 - **Completed With Errors**: error occurred in processing the file. Click the Status name to review the error.
2. When Status displays as "Completed", click the **File Name** to download it to your local drive.

Job Status

Request Complete. Click on the file name or status for details.

Job List

	Document Type	File Name	Status	Creation Time	Completion Time	Comments
1	Commit Download	MTIMCommit.xlsx	Completed	03/27/26:11:52:08	03/27/26:11:52:11	
2	Purchase Order Download	discreteOrders.xlsx	Completed	03/27/26:11:51:54	03/27/26:11:51:58	
3	ASN Upload	discreteOrders.xlsx	Completed With Errors	03/27/26:11:51:45	03/27/26:11:51:46	Test 789

To verify the Status of your Download/Upload Jobs:

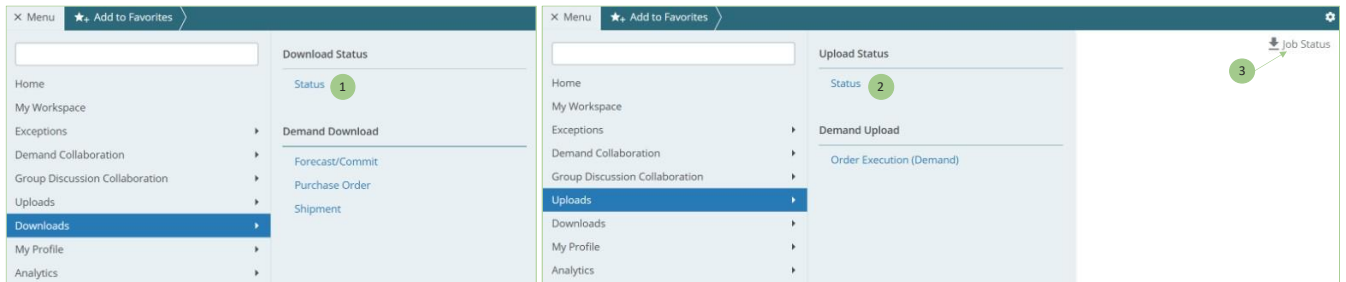
1. Navigate to **Menu → Downloads → Status**.

or

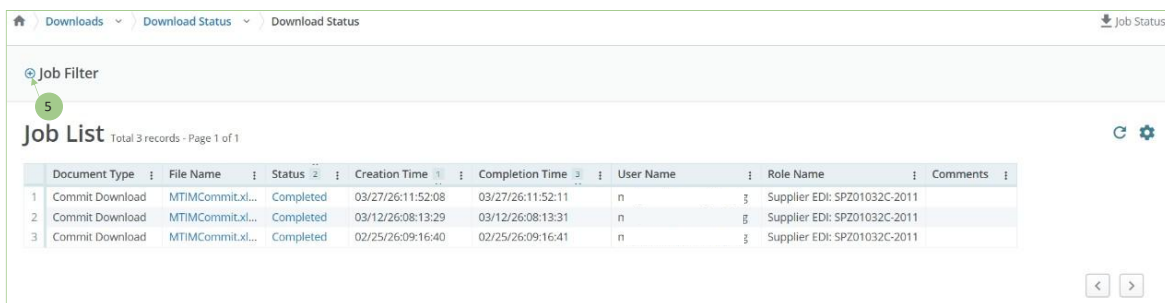
2. Navigate to **Menu → Uploads → Status**.

or

3. Click on the **Job Status icon** at the top right corner of the page.



4. From here you can review the Job List. Optionally, click on the (+) icon to expand the filters section.



Tip: the filters section features on this page are the same as for any other *Search* page. To learn more, go to: [Search and Filter in the Application](#).

Exceptions and Email Alert Subscriptions

Exceptions Overview

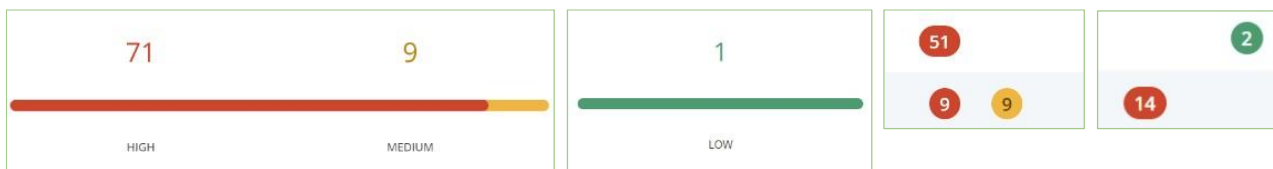
The system has predefined business rules associated with processes. If the business rules are violated, the system generates an exception to alert Users of a potential problem.

Exception counts are real-time and always available in the User Interface for evaluation. Exceptions are indicated in the *Exceptions* and *My Workspace* submenus. Exceptions also trigger email alerts.

Severity levels

A severity level is associated with each generated exception to help you to prioritize and manage alerts in the event list. Severity levels are color-coded for easy identification.

Color coding for three severity levels:



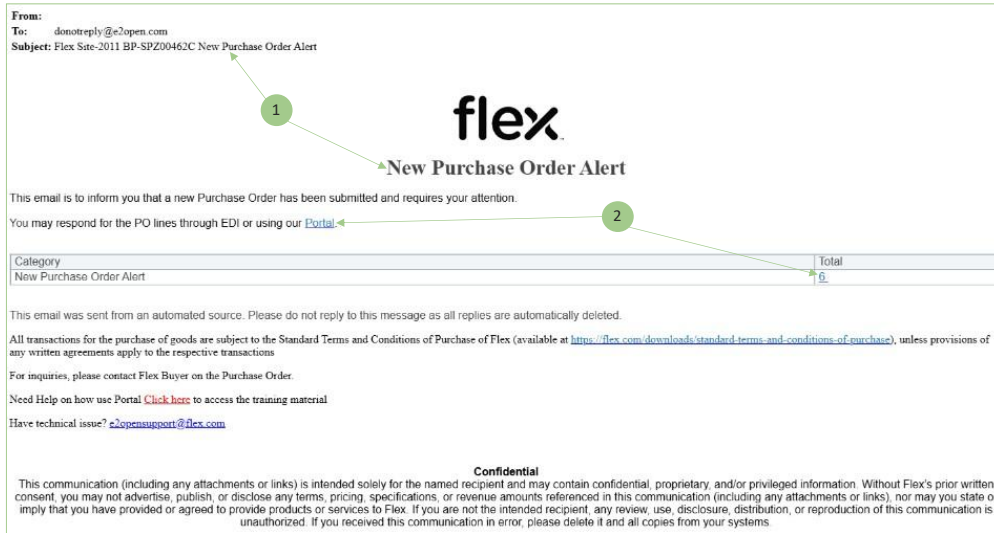
- Green – low severity: < 2 days
- Amber – medium severity: 2 days -5 days
- Red – high severity: > 5 days

Email Alerts

Sample Email Alert

A typical email alert with dynamic content has the following layout:

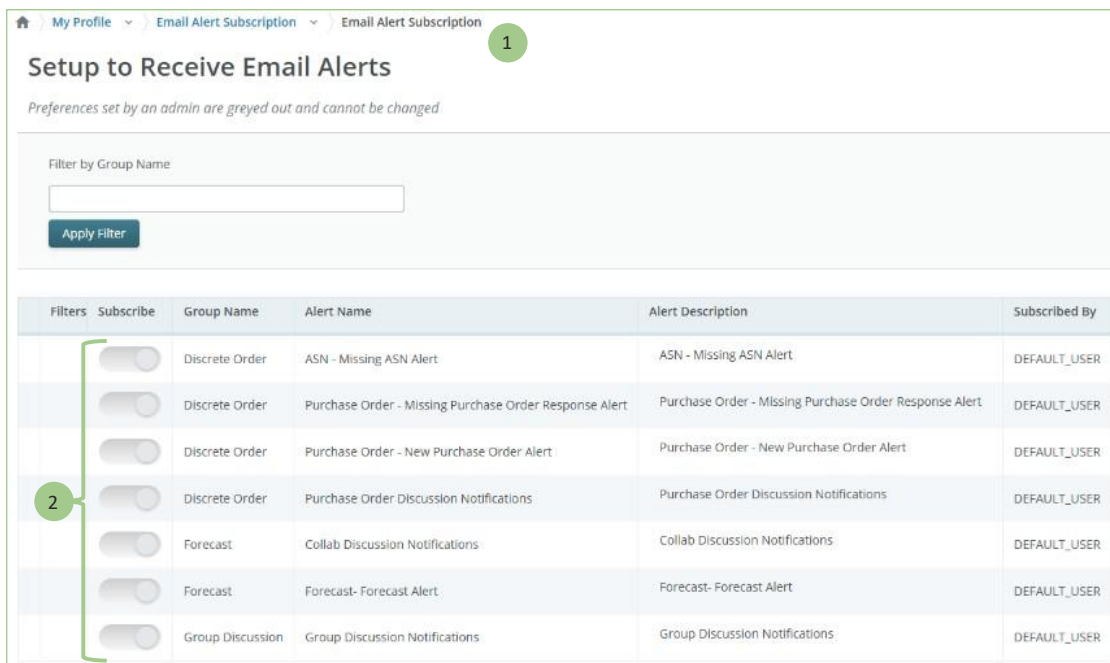
1. Alert Name in the email's **subject line** and **header**.
2. Direct **link** to the Problem View.



Email Alerts Subscription

To verify what Email Alerts you are subscribed to:

1. Navigate to **Menu → My Profile → Email Alert Subscription**.
2. On this page, you can see the list of all Alerts you are subscribed to.

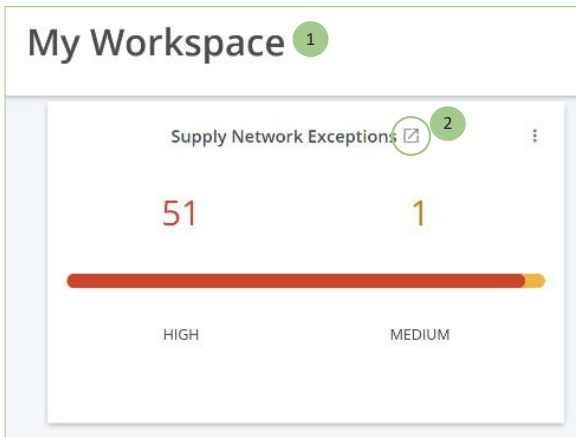


View Exceptions

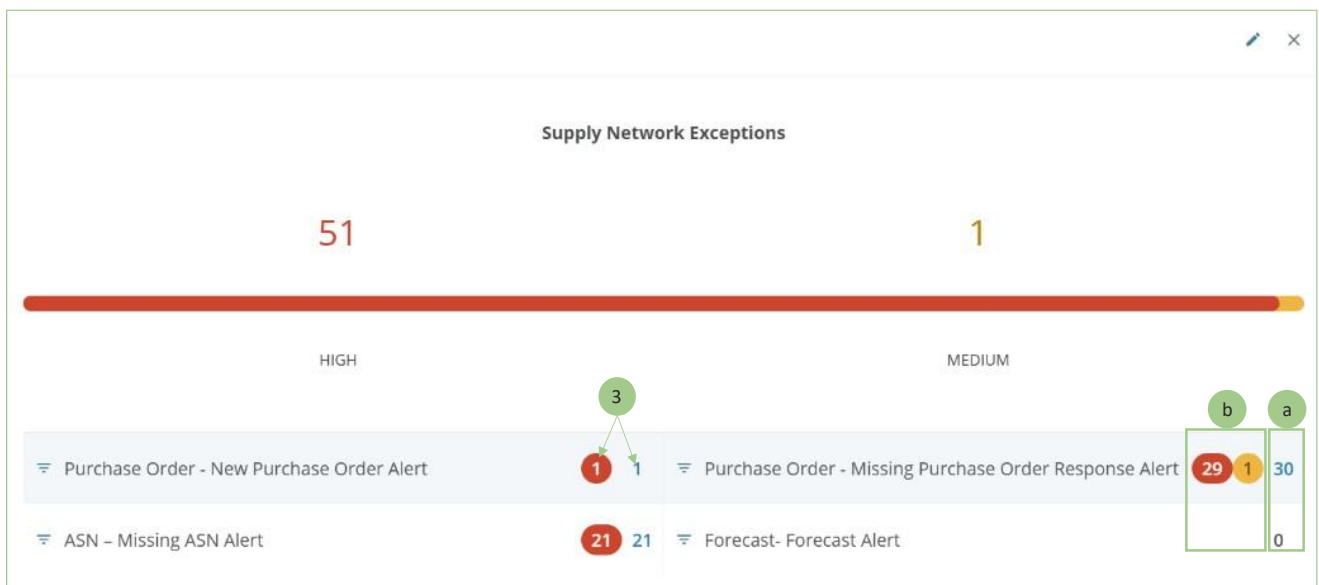
View Exceptions via My Workspace

To view the Exceptions via My Workspace:

1. Navigate to **Menu** → **My Workspace**.
2. On the *Supply Network Exceptions* card, click on the **expand icon**.



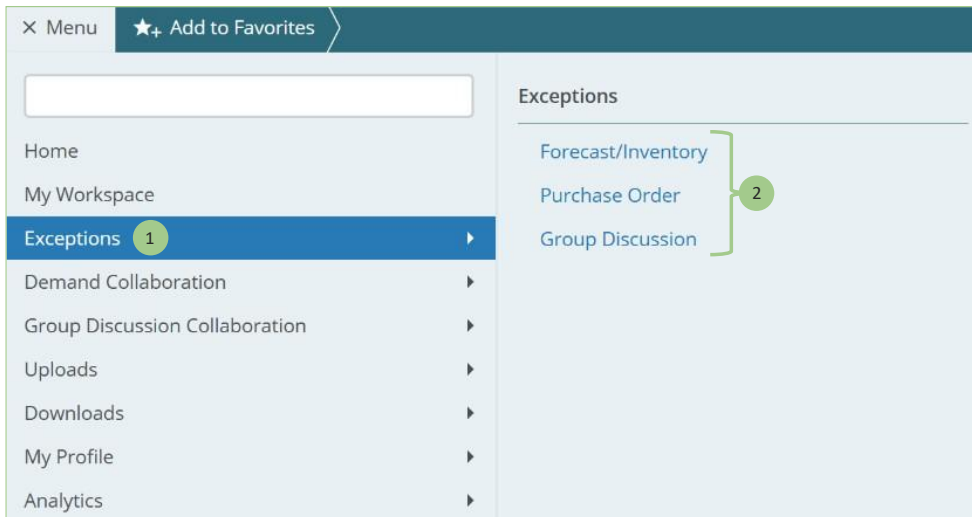
- a. The **total** represents the total number of Objects/Collaborations affected by an exception.
 - b. The **color-coded bubbles** represent the number of Objects/Collaborations affected by an exception in a specific severity.
3. Click on **total** or **color-coded bubble** to view a list of affected items on the *Problem List*.



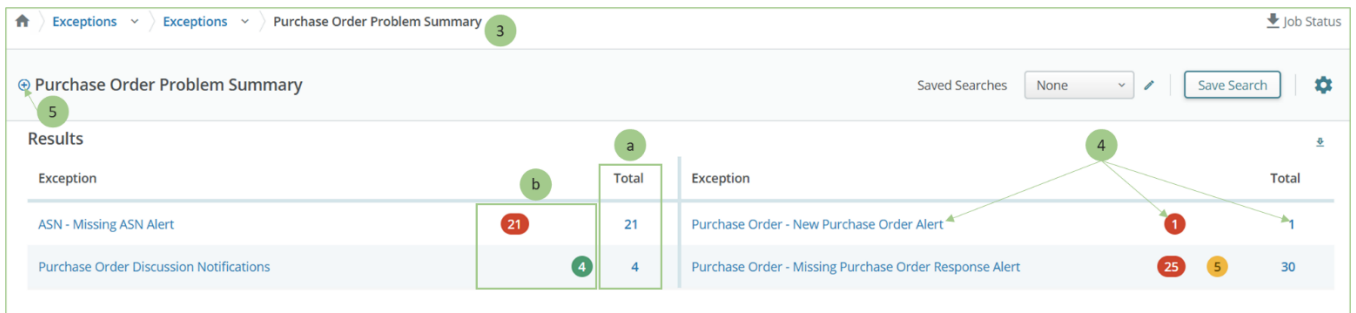
View Exceptions via the Menu

To view the Exceptions via the Menu:

1. Navigate to **Menu** → **Exceptions**.
2. Click the desired type of exception: **Forecast/Inventory**, **Purchase Order**, or **Group Discussion**.



3. System displays the **Problem Summary** page.
 - a. The **total** represents the total number of Objects/Collaborations affected by an exception.
 - b. The **color-coded bubbles** represent the number of Objects/Collaborations affected by an exception in a specific severity.
4. Click on **total**, **color-coded bubble**, or the **Exception Name** to view a list of affected items on the *Problem List*.
5. Optionally, click on the (+) icon to expand the filters section.



Tip: the filters section features on this page are the same as for any other *Search* page. To learn more, go to: [Search and Filter in the Application](#).

Problem List

The Problem List shows all Objects/Collaborations affected by a specific Exception.

1. To view the exception details pertinent to an Object/Collaboration, **scroll right**.
2. Expand the **drop-down menu** on the right corner and click on any other **Exception Name** to navigate to the *Problem List* of this Exception.

The screenshot displays the 'Purchase Order Problem Summary' page. At the top, there are navigation tabs: 'Exceptions', 'Purchase Order Problem Summary', and 'Problem List'. Below the tabs is a search bar labeled 'Search Purchase Orders'. The main content area is titled 'Purchase Order Schedules' and shows a table with columns: 'Purchase Order No.', 'PO Line No.', 'PO Line State', 'PO Status', 'Flex Company ID', and 'Order ID'. The table contains several rows of data. A dropdown menu is open on the right side of the table, showing options: 'ASN - Missing ASN Alert', 'Purchase Order - New Purchase Order Alert', and 'Purchase Order - Missing Purchase Order Response Alert'. A green arrow labeled '1' points to the right side of the table, and a green circle labeled '2' points to the dropdown menu. At the bottom of the page, there are buttons: 'Accept', 'Edit Promises', 'Create Shipment', 'View History', 'Reset', 'Go To Page', 'Jump', and 'Records per page' (set to 20).

Tip: the navigation features on this page are the same as for any other *Order Management List* page. To learn more, go to: [Order Management List page](#).

Purchase Order Collaboration

Purchase Order Collaboration Overview

The following processes are part of Purchase Order Collaboration:

- The Purchase Order Process
 - Uses Flex-created new and changed Orders to communicate firm material requirements to the Supplier,
 - Suppliers use promises to respond to Orders.
- The Shipment (ASN) Process
 - Uses Supplier-created Shipments (ASNs) to communicate shipped goods information to Flex.
- The Receipt Process
 - Uses Flex-created Receipts to communicate material goods receipt information to the Supplier.

Purchase Order

Purchase Order Object Overview

Purchase Orders are created in “New” State. The Purchase Order provides the Flex’s requirements to the Supplier, such as item, ship-to site, request quantity, and request date.

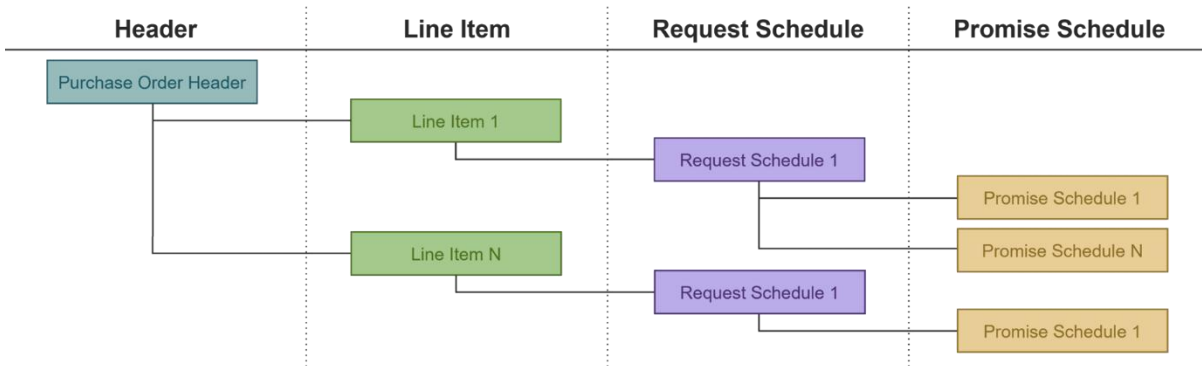
Suppliers are expected to provide the response to Purchase Orders. Suppliers have the following options when responding:

- Accept the Order as-is,
- Accept with Changes to Promise Date, Quantity, Price, and/or MPN in response to the Flex’s Request Date, Quantity, Price, and/or MPN,
- Split the lines into multiple promises,
- Request for cancellation by changing the Promise Quantity to 0.

Consumption Purchase Orders are created in “Open” State, “Delivery Completed” Status. The Consumption PO only needs Supplier’s acceptance, after which it will directly transition to “Received” State.

Purchase Order Structure

The information in the Purchase Order Object is organized into 4 levels:



- The Purchase Order Header can have multiple Line Items.
- Each Line Item can have only one Request Schedule.
- Each Request Schedule can have multiple Promise Schedules.

Level	Description
Header	The highest level of the Purchase Order. It includes, but is not limited to, the following fields: PO Number, Creation Date, Buyer Name, Supplier Name, Payment Terms, Freight Terms, Header State, Purchasing Agreement.
Line Item	The second level of the Purchase Order. It includes, but is not limited to, the following fields: Line Number, Flex Internal Item, PO Revision.
Request Schedule	The third level of the Purchase Order. It includes, but is not limited to, the following fields: Request ID, MPN, Unit Price, Total Line Qty, Requested Ship Date, Requested Delivery Date, Request State, Ship-To Address.
Promise Schedule	The fourth level of the Purchase Order. It includes, but is not limited to, the following fields: Promise ID, Promise MPN, Promise Price, Promise Quantity, Promised Estimate Ship Date, Promised Estimated Arrival Date

Purchase Order States and Statuses

The e2open system uses a State and Status model to manage the Purchase Order life cycle.

PO State	PO Status	Description
New	New	Assigned when it is loaded into the e2open system. Does not apply to Consumption POs – check “Delivery Completed”.
Open	Open	Assigned when PO is changed or updated via the Flex ERP.
	Pending Approval	Assigned when Order is under one or more “approval required” by Flex Users (MPN, Date, Quantity or Price mismatch).
	Rejected	Assigned when one or multiple Approvers have rejected Supplier Promises made (MPN, Date, Quantity or Price) mismatch.
	Cancel Requested - Buyer	Assigned when the Buyer has requested cancellation by updating the Request Quantity to zero and sent cancellation request to the Supplier.
	Split-Flex Pending Action	Assigned when the Supplier has requested split. Pending Flex action.
	Delivery Completed	Assigned to Consumption PO only when it is loaded into the e2open system.
Accepted	Accept	Assigned when the Supplier accepted the Request Schedule as-is. The Promise Date, Quantity, Price, and MPN match the Request Date, Quantity, Line Price, and MPN.
	Cancel Requested - Buyer	Assigned when the Supplier accepted the cancellation requested by Buyer by updating the Promise Quantity to zero. Pending Flex action.
Accepted with Changes	AWC	Assigned when the Supplier accepted the Request Schedule with changes to the Promise Date, Quantity, Price, and/or MPN.
	Approved	Assigned when Flex Users approved all Supplier Promises (MPN, Date, Quantity or Price) mismatch.
	Cancel Requested - Buyer	Assigned when the Supplier has not accepted the cancellation requested by Buyer and updated the Promise Quantity to a non-zero integer. Pending Flex action.
	Cancel Requested - Supplier	Assigned when the Supplier updated the Promise Quantity to zero, against a non-zero Request Quantity. Pending Flex action.
Shipped		Assigned when the Supplier shipped the Order, and the Shipped Quantity is equal to or greater than Order’s Request Quantity.
Received		Assigned when Flex created a full Receipt for the PO Line Quantity. OR Assigned to a Consumption PO after Supplier has accepted the Order.
Cancelled		Assigned when the customer cancelled the PO Line.

Purchase Order Exceptions

The table below illustrates the Exceptions' names with their descriptions:

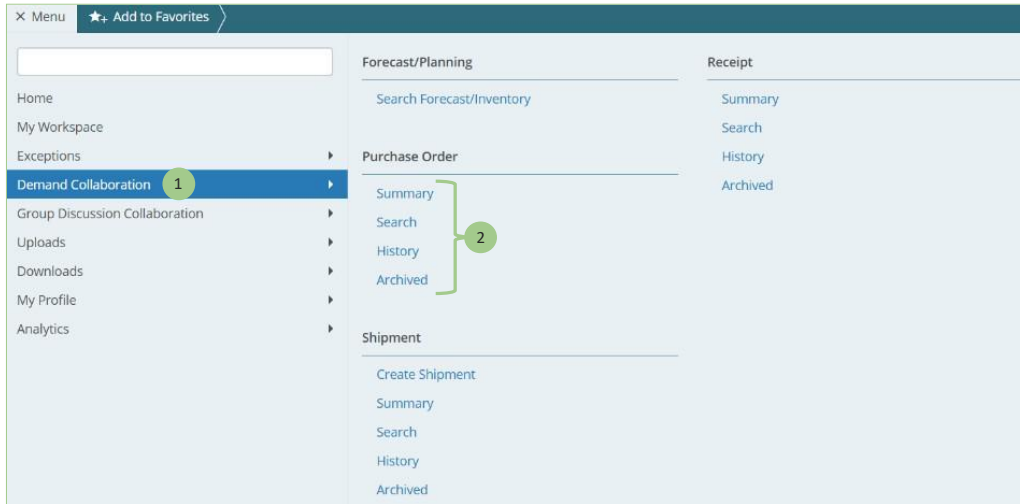
Exception	Description
Purchase Order - New Purchase Order Alert	Triggered when a Purchase Order is loaded to the e2open system in the "New" State and there are no promises from the Supplier recorded for at least 48 hours. The alert resets when the Supplier records their promise.
Purchase Order - Missing Purchase Order Response Alert	Triggered when a Purchase Order transitions to the "Open" State and "Open", "Delivery Completed", or "Cancel Requested – Buyer" Status, and there are no promises from the Supplier recorded for at least 48 hours. The alert resets when the Supplier records their promise.
Missing ASN Alert	<p>Triggered when no ASN has been recorded on the Order Line where Promise Date:</p> <p><u>Promise Date logic:</u></p> <ul style="list-style-type: none"> - If both Promised Estimated Ship Date and Promised Estimated Arrival Date, then Promised Estimate Ship Date - If only Promised Estimated Arrival Date, then Promised Estimated Arrival Date - If Only Promised Estimate Ship Date, then Promised Estimate Ship Date <p>is less than Sysdate=< Promise date-45 days.</p>

Tip: to learn more about Exceptions accessing and navigation, go to: [Exceptions and Email Alert Subscriptions](#).

View Purchase Orders

To view Purchase Orders:

1. Navigate to **Menu** → **Demand Collaboration**.
2. You can review Purchase Order information by accessing **Summary**, **Search**, **History**, or **Archived**.



Tip: to learn more about *Summary*, *Search*, *History*, and *Archived* workflows, go to: [Search and Filter in the Application](#).

Purchase Order Details Page

To view the Purchase Order Details page:

1. From the *Purchase Order List* page, click on the hyperlinked **Purchase Order number**.

Tip: to learn more about *List* page navigation, go to: [Order Management List Page](#).

2. On the *Purchase Order Details* page:

- a. Review the **Purchase Order's Header** details,
- b. Review the **Purchase Order's Schedule** details,
- c. Click on **Shipment Info tab** to review the details of the Shipment referencing to this Purchase Order,
- d. Click on **Receipt Info tab** to review the details of the Receipt referencing to this Purchase Order.
- e. Click on the **printer icon** to download a pdf file with Purchase Order details.
- f. Click on the **gear icon** in the *Header* or *Schedules* section and select **Open Table Editor** to configure the fields/columns displayed.

Tip: to learn more about *Table Editor* features, go to: [Table Editor](#).

- g. Click on the **State drop-down menu**, select a **State**, and click **Filter** to filter the schedules in specific State.
- h. Click the **arrow icon** and select **Export** to export the Schedule information to a .tsv file.

The screenshot shows the 'Purchase Order Details' page for PO-DEVDEMO2-STG-001 - 2011 / SPZ01032C. The header section includes fields for PO Creation Date (27/01/2026), PO State (Accepted), Supplier Name (\$), Supplier ID (SPZ01032C), Order Method (FULL LT), Incoterm Description (DDP SUZHOU, CN), and Buyer Email (Flextronics Electronics Technology (Suzhou) Co., Ltd.). The 'Purchase Order Schedules' table shows one record with PO Line No. 10, PO Line State Accepted, PO Status Accept, Flex Item No. RDW4-2200022-1, and Item Description COVER TAPE, AR SERIES. The table has a 'State' drop-down menu set to 'All (1)' and a 'Filter' button. A 'Table Editor' dialog box is open, and a 'Printer' icon is visible in the top right corner of the header section.

Purchase Order Response

Respond to Purchase Orders via User Interface

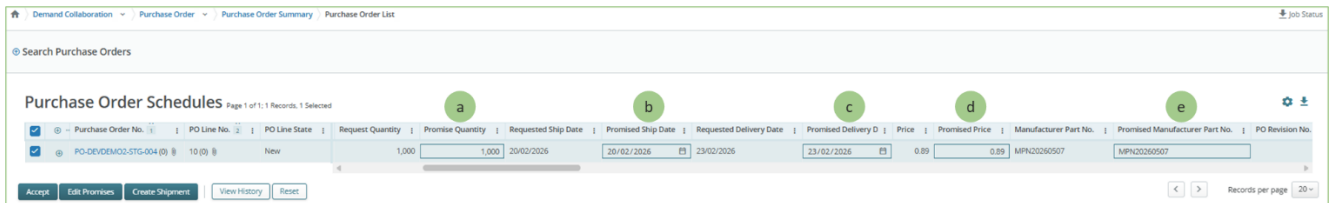
Accept a Purchase Order

To accept a Purchase Order:

1. Navigate to a *Purchase Order List Page*.

Tip: to learn more about *List Page* accessing and navigation, go to: [Order Management List Page](#).

2. On the *Purchase Order List Page*, enter the *Promise values* using **editable fields**. The editable Promises are:
 - a. **Promise Quantity,**
 - b. **Promised Ship Date,**
 - c. **Promised Delivery Date,**
 - d. **Promised Price,**
 - e. **Promised Manufacturer Part No.**

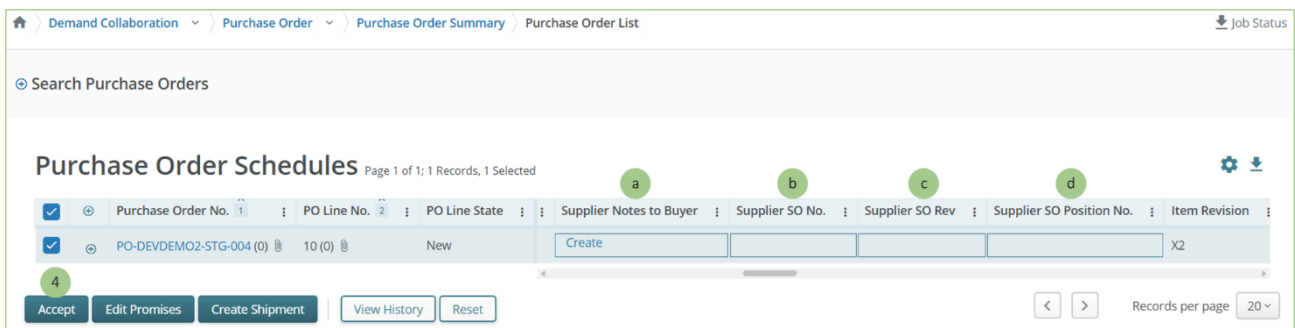


Note: the values you enter into the Promise fields affect the Purchase Order State transition as following:

- If the entered Promise values are equal to the Request values, the Purchase Order will be accepted as-is. This Purchase Order will transition to “Accepted” State and “Accept” Status. For Consumption Purchase Orders, the State transitions to “Received”.
- If the entered Promise values are not equal to the Request values, the Purchase Order will be accepted with changes. This Purchase Order will transition to “Accepted with Changes” State and “AWC” Status.

3. Optionally, you can also provide:
 - a. **Supplier Notes to Buyer,**
 - b. **Supplier SO No.,**
 - c. **Supplier SO Rev,**
 - d. **Supplier SO Position No.**

4. Click **Accept**.



Split into Multiple Promises

To split a Purchase Order Schedule into multiple promises:

1. Navigate to a *Purchase Order List Page*.

Tip: to learn more about *List Page* accessing and navigation, go to: [Order Management List Page](#).

2. On the *Purchase Order List Page*, select a Purchase Order Schedule you want to respond to using a **checkbox**.
3. Click **Edit Promises**.

The screenshot shows the 'Purchase Order Schedules' page with one record selected. The table has columns for Purchase Order No., PO Line No., PO Line State, PO Status, Flex Company ID, and Flex Company name. The selected row is PO-DEVDEMO2-STG-004 (0) with 10 (0) items, in a 'New' state, for Flex Company ID 2011. Below the table, the 'Edit Promises' button is highlighted with a green circle labeled '3'.

4. A new window appears. Split the Request Quantity into multiple promises by providing the promise values using **editable fields**.
5. Click **Save**.

The screenshot shows the 'Purchase Order Schedules' edit window. It contains a form with various fields for PO details and a table for 'Purchase Order Schedules'. The table has columns for Request Quantity, Date commit type, Requested Ship Date, Manufacturer Part No., Promised Manufacturer Part No., Price, Promised Price, Promise Quantity, Promised Ship Date, Price UOM, and Shipped Quantity. The first row shows a request quantity of 1,000, which is being split into three promises of 500, 300, and 200. The 'Save' button at the bottom left is highlighted with a green circle labeled '5'.

Request for Cancellation

To request for a cancellation of Purchase Order Schedule:

1. Navigate to a *Purchase Order List Page*.

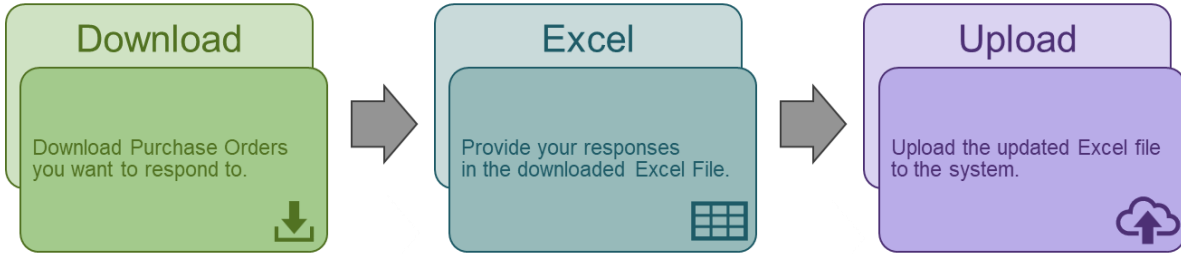
Tip: to learn more about *List Page* accessing and navigation, go to: [Order Management List Page](#).

2. On the *Purchase Order List Page*, modify the *Promise Quantity* to 0 using **editable fields**.
3. Click **Accept**.

The screenshot shows the 'Purchase Order Schedules' interface. At the top, there are navigation breadcrumbs: 'Demand Collaboration' > 'Purchase Order' > 'Purchase Order Summary' > 'Purchase Order List'. A 'Job Status' icon is in the top right. Below the breadcrumbs is a search bar labeled 'Search Purchase Orders'. The main section is titled 'Purchase Order Schedules' with a subtitle 'Page 1 of 1; 1 Records, 1 Selected'. A table with the following columns is displayed: 'Purchase Order No.', 'PO Line No.', 'PO Line State', 'Request Quantity', 'Promise Quantity', 'Requested Ship Date', 'Promised Ship Date', and 'Requested Delivery Date'. The first row contains the following data: 'PO-DEVDEMO2-STG-004 (0)', '10 (0)', 'New', '1,000', '0', '20/02/2026', '20/02/2026', and '23/02/2026'. The 'Promise Quantity' cell is highlighted with a green box and has a '2' in a circle above it. Below the table, there are several buttons: 'Accept' (highlighted with a '3' in a circle), 'Edit Promises', 'Create Shipment', 'View History', and 'Reset'. On the right side, there are navigation arrows and a 'Records per page' dropdown set to '20'.

Respond to Purchase Orders via Excel

To respond to Purchase Order Schedules via Excel, always follow the 3-step flow presented below:



Step 1: Download

1. Download all Purchase Order you want to provide your response to.

Tip: to learn more about Downloads, go to: [Download Purchase Order/Shipment Data](#).

Step 2: Excel

1. Open the downloaded Excel file from your local drive.
 - a. The Excel **columns** represent the User Interface fields.
 - b. Each **row** contains information about Purchase Order Schedules.
 - c. Do not rearrange or delete the columns. You can hide columns that you are not going to fill in and display only the required columns that you want to edit.

#0	1	2	3	4	5	6	7	8	9	10	11
*Flex Company ID	Actioned	Promise ID	*Purchase Order No.	*PO Line No.	PO Revision No.(line)	Base Line No.	PO Creation Date	PO Status	*Flex Item No.	Item Description	Item Revision
2011	InsertOrUpdate	1111948671	10	0	01-04-2026	New	AGIH-G3280-20030	TORCH BLOCK 2	D		
2011	InsertOrUpdate	1111948672	10	0	01-04-2026	New	GEC1H-5483043-2R4	ICE Front Panel - PSC, 3 REPs	X4-1		
2011	InsertOrUpdate	1111948673	10	0	01-04-2026	New	GEC1H-5483043-4R2	DV26 ICE Front Panel - PSC, XGP	X2-1		
2011	InsertOrUpdate	1111948674	10	0	01-04-2026	New	GEC1H-5483043-5	98CH ICE FRONT PANEL- PSC, 66CH REP	3-1		
2011	InsertOrUpdate	1111948769	10	0	06-04-2026	New	AGIH-G3280-20030	TORCH BLOCK 2	D		
2011	InsertOrUpdate	1111948770	10	0	07-04-2026	New	AGIH-G3280-20030	TORCH BLOCK 2	D		
2011	InsertOrUpdate	1111948771	10	0	06-04-2026	New	GEC1H-5483043-2R4	ICE Front Panel - PSC, 3 REPs	X4-1		
2011	InsertOrUpdate	1111948772	10	0	06-04-2026	New	GEC1H-5483043-4R2	DV26 ICE Front Panel - PSC, XGP	X2-1		
2011	InsertOrUpdate	1111948773	10	0	06-04-2026	New	GEC1H-5483043-5	98CH ICE FRONT PANEL- PSC, 66CH REP	3-1		
2011	InsertOrUpdate	1111948774	10	0	06-04-2026	New	GEC1H-5483043R4	ICE Front Panel - PSC, XGP, 4 REPs	X4-1		

2. To accept a Purchase Order:

a. In the **Actioned** column, type 'Yes'.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	#0	1	2	3	4	5	6	7	8	9	10	11	12
2	#Flex Company ID	Actioned	Promise ID	*Purchase Order No.	*PO Line No.	PO Revision No.(line)	Base Line No.	PO Creation Date	PO Status	*Flex Item No.	Item Description	Item Revision	Previous
3	2011	Yes	1	PO-DEVDEMO2-STG-004	10	0	30	27-01-2026	New	ROWH-2200027-10	COVER TAPE, AR SERIES	X2	

b. Enter values in the Promise fields: **Promise Quantity, Promised Ship Date, Promised Delivery Date, Promised Price, and Promised Manufacturer Part No.**

	N	O	U	V	W	X	Y	Z	AA	AE	AF
1	13	14	20	21	22	23	24	25	26	30	31
2	Request Quantity	Promise Quantity	Requested Ship Date	Promised Ship Date	Requested Delivery Date	Promised Delivery Date	Price	Promised Price	Price UOM	Manufacturer Part No.	Promised Manufacturer Part No.
3	500	500			01-04-2026	01-04-2026	72.4	82.39	EA	G3280-20030	G3280-20030
4	96	90			01-04-2026	01-04-2026	55	55	EA	5483043-2	5483043-2
5	96	96			01-04-2026	06-04-2026	88.9	89.94	EA	5483043-4	5483043-4
6	96	50			01-04-2026	06-04-2026	88.9	88.93	EA	5483043-5	5483043-57
7	500	400			06-04-2026	06-04-2026	72.4	72.39	EA	G3280-20030	G3280-20020
8	500	500			07-04-2026	07-04-2026	72.4	72.39	EA	G3280-20030	G3280-20030
9	96	96			06-04-2026	12-04-2026	55	55	EA	5483043-2	5483043-2
10	96	96			06-04-2026	06-04-2026	88.9	88.94	EA	5483043-4	5483043-8
11	96	96			06-04-2026	06-04-2026	88.9	88.93	EA	5483043-5	5483043-5
12	96	96			06-04-2026	06-04-2026	55.3	55.28	EA	5483043-5	5483043-5

Note: the values you enter into the Promise fields affect the Purchase Order State transition as following:

- If the entered Promise values are equal to the Request values, the Purchase Order will be accepted as-is. This Purchase Order will transition to "Accepted" State and "Accept" Status. For Consumption Purchase Orders, the State transitions to "Received".
- If the entered Promise values are not equal to the Request values, the Purchase Order will be accepted with changes. This Purchase Order will transition to "Accepted with Changes" State and "AWC" Status.

c. Optionally, you can also provide values in **Supplier Notes to Buyer, Supplier SO No., Supplier SO Rev, and/or Supplier SO Position No.** columns.

	AI	AJ	AK	AL	AM
34					
35					
36					
37					
38					
39	Buyer Notes to Supplier	Supplier Notes to Buyer	Supplier SO No.	Supplier SO Rev	Supplier SO Position No.
40		Test 123	1234	5678	6
41		Test 345	4321	8765	7

3. To split a Purchase Order Schedule into multiple promises:

- Copy the Purchase Order Schedule row and paste it under the original one.
- Enter values in the Promise fields: **Promise Quantity**, **Promised Ship Date**, **Promised Delivery Date**, **Promised Price**, and **Promised Manufacturer Part No.**
- The **Promise ID** values should remain unchanged.
- In the **Actioned** column, type 'Yes'.

#0	1	2	3	4	5	6	7	8	9	10	K
#*Flex Company ID	Actioned	Promise ID	*Purchase Order No.	*PO Line No.	PO Revision No.(line)	Base Line No.	PO Creation Date	PO Status	*Flex Item No.	Item Description	
2011	Yes	1	111948671	10	0	01-04-2026	New	AGIH-G3280-20030	TORCH BLOCK 2		
2011	Yes	1	111948671	10	0	01-04-2026	New	AGIH-G3280-20030	TORCH BLOCK 2		
2011	Yes	1	111948671	10	0	01-04-2026	New	AGIH-G3280-20030	TORCH BLOCK 2		

13	14	20	21	22	23	24	25	26	30	31
Request Quantity	Promise Quantity	Requested Ship Date	Promised Ship Date	Requested Delivery Date	Promised Delivery Date	Price	Promised Price	Price UOM	Manufacturer Part No.	Promised Manufacturer Part No.
500	200			01-04-2026	01-04-2026	72.39	72.39	EA	G3280-20030	G3280-20030
500	200			01-04-2026	06-04-2026	72.39	72.39	EA	G3280-20030	G3280-20030
500	100			01-04-2026	08-04-2026	72.39	72.39	EA	G3280-20030	G3280-20030

4. To request for cancellation:

- Modify the **Promise Quantity** to 0.
- Do not modify any other Purchase Order values.
- In the **Actioned** column, type 'Yes'.

#0	1	2	3	4	5	6	7	8	9	10	K	L	12
#*Flex Company ID	Actioned	Promise ID	*Purchase Order No.	*PO Line No.	PO Revision No.(line)	Base Line No.	PO Creation Date	PO Status	*Flex Item No.	Item Description	Item Revision	Previous	
2011	Yes	1	PO-DEVDemo2-STG-004	10	0	30	27-01-2026	New	ROWH-2200027-10	COVER TAPE, AR SERIES X2			

13	14	20	21	22	23	24	25	30	31
Request Quantity	Promise Quantity	Requested Ship Date	Promised Ship Date	Requested Delivery Date	Promised Delivery Date	Price	Promised Price	Manufacturer Part No.	Promised Manufacturer Part No.
1000	0	20-07-2026	20-07-2026	23-07-2026	23-07-2026	0.89	0.89	MPN20260507	MPN20260507

Step 3: Upload

- Upload the updated Excel file to the system. Use the Document Type 'PO Response Upload'.

Tip: to learn more about Uploads, go to: [Upload Data](#).

Shipment (ASN)

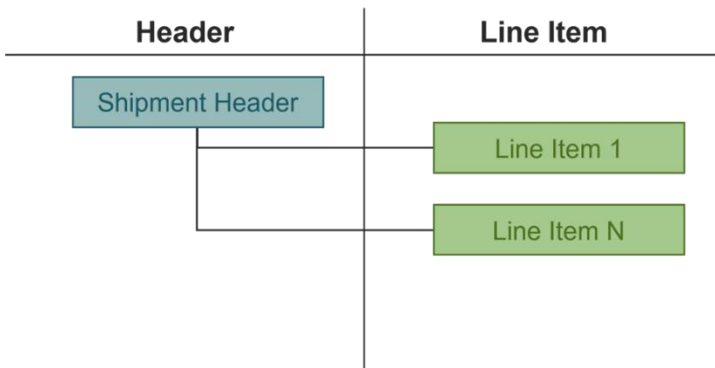
Shipment Object Overview

The Supplier creates a Shipment (ASN) based on the quantities and dates agreed upon in the Purchase Order process. This does not apply to Consumption Purchase Orders.

When the e2open system creates a Shipment line in “Shipped” State, it updates the associated Purchase Order line State to “Shipped”.

Shipment Structure

The information in the Shipment Object is organized into 2 levels:



- The Shipment Header can have multiple Line Items.

Level	Description
Header	The highest level of the Shipment. It includes, but is not limited to, the following fields: Shipment ID, Supplier ID, Shipment Date, Estimated Arrival Date.
Line Item	The second level of the Shipment. It includes, but is not limited to, the following fields: Flex Company ID, Shipment Line ID, Date Commit Type, Flex Item No., Shipped Quantity, Boxes, Weight, Weight Basis (UOM).

Shipment States and Statuses

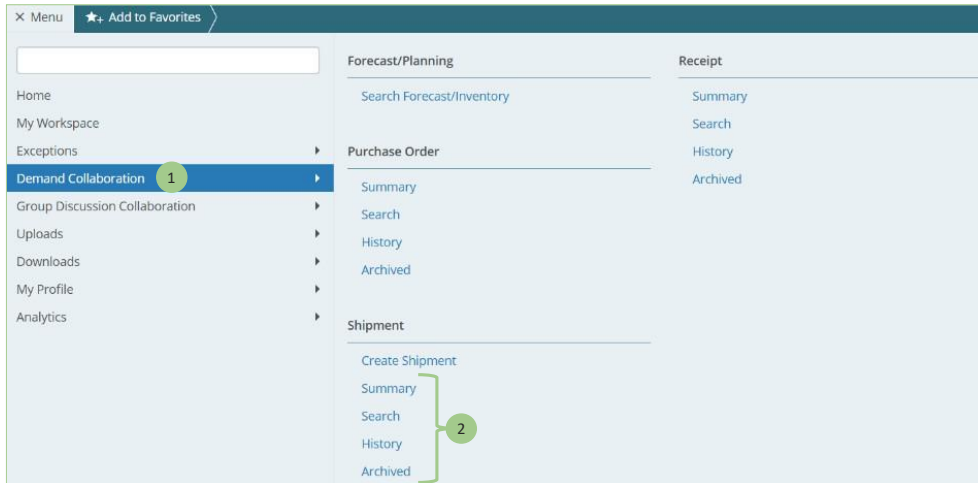
The e2open system uses a State and Status model to manage the Shipment life cycle.

Shipment State	ASN Flex Status	Description
Shipped	null	Assigned when the Supplier created a Shipment against PO Line(s).
	Pending Approval	Assigned when the Shipment is under one or more “approval required” by Flex users (MPN, Quantity or Price) mismatch.
	Approved	Assigned when the Flex User approved all Shipment (MPN, Quantity or Price) mismatch.
	Rejected	Assigned when the Flex User rejected any of the Shipment (MPN, Quantity or Price) mismatch.
Received		Assigned when the Shipment is received in Flex ERP and a Receipt is transmitted to e2open.
Cancelled		Assigned when the Shipment is cancelled by a Supplier.

View Shipments

To view Shipments:

1. Navigate to **Menu** → **Demand Collaboration**.
2. You can review Shipment information by accessing **Summary**, **Search**, **History**, or **Archived**.



Tip: to learn more about *Summary*, *Search*, *History*, and *Archived* workflows, go to: [Search and Filter in the Application](#).

Shipment Details Page

To view the Shipment Details page:

1. From the *Shipment List* page, click on the hyperlinked **Shipment number**.

Tip: to learn more about *List Page* navigation, go to: [Order Management List Page](#).

2. On the *Shipment Details* page:

- a. Review the **Shipment's Header** details,
- b. Review the **Shipment's Line** details,
- c. Click on the **gear icon** in the *Header* or *Lines* section and select **Open Table Editor** to configure the fields/columns displayed.

Tip: to learn more about *Table Editor* features, go to: [Table Editor](#).

- d. Click on the **State drop-down menu**, select a **State**, and click **Filter** to filter the lines in specific State.
- e. Click the **arrow icon** and select **Export** to export the Lines information to a .tsv file.

The screenshot shows the 'Shipment Details' page for shipment ASN-TEST-STG-01 - 2011 / SPZ01032C. The 'Shipment Header' section includes fields for Shipment ID, Supplier ID (SPZ01032C), Shipment Status (Shipped), Flex Company Name (Flextronics Electronics Technology (Suzhou) Co Ltd), Ship Date (28/01/2026), Estimated Arrival Date (23/02/2026), Tracking Reference Number (TRN002), Packing Slip Number (PSN001123), and Carrier (CVA). The 'Shipment List' section shows a table with one record: Shipment Line ID 1, Purchase Order No PO-TEST-STG-001, PO Line No 10, Base Line No 30, Shipment Line Status Shipped, Flex Item No ROWH-2200027-10, Item Description COVER TAPE, AR SERIES, Order Quantity 800, Shipped Quantity 101, Reason Code test, and Quantity UOM EA. The 'State' dropdown is set to 'All (1)', and the 'Filter' button is visible. The 'Table Editor' dialog is open, showing the 'Open Table Editor' and 'Reset' options.

Create Shipment

Create Shipments via User Interface

Initiate the Shipment Creation from Menu

To initiate the Shipment creation from Menu:

1. Navigate to **Menu** → **Demand Collaboration** → **Create Shipment**.
2. Use search boxes to enter your criteria.
3. Click **Search**.

Tip: the navigation features on this *Search* page are the same as for any other *Search* page. To learn more, go to: [Search and Filter in the Application](#).

The screenshot shows the 'Search Purchase Orders' form. A green circle with the number '2' has arrows pointing to the 'Supplier ID' field (containing 'SPZ01032C'), the 'PO Line State' dropdown menu (with options: New, Open, Accepted, Accepted with Changes), and the 'PO Status' dropdown menu. A second green circle with the number '3' is positioned over the 'Search' button at the bottom left of the form.

4. Using **checkboxes**, select Purchase Order(s) you want to create the Shipment for.
5. Click **Next**. This will open the *Create Site Shipment* page.

The screenshot shows the 'Purchase Order Schedules' table. A green circle with the number '4' is next to the checkbox of the third row, which is selected. A second green circle with the number '5' is next to the 'Next' button at the bottom left of the table.

	Purchase Order No.	PO Line No.	PO Line State	PO Status	Flex Company ID	Flex Company name	Supplier ID
<input type="checkbox"/>	PO-2026-02-02	10	Open	Split-Flex Pending Action	2011	Flextronics Electronics Technology (Suzhou) Co Ltd	SPZ01032C
<input type="checkbox"/>	PO-2026-02-02	10	Open	Split-Flex Pending Action	2011	Flextronics Electronics Technology (Suzhou) Co Ltd	SPZ01032C
<input checked="" type="checkbox"/>	PO-20260121-ST-01	10	Accepted with Changes	AWC	2011	Flextronics Electronics Technology (Suzhou) Co Ltd	SPZ01032C
<input type="checkbox"/>	PO-20260122-ST-01	10	Accepted with Changes	AWC	2011	Flextronics Electronics Technology (Suzhou) Co Ltd	SPZ01032C
<input type="checkbox"/>	PO-20260213-STG-392	10	Accepted with Changes	AWC	2011	Flextronics Electronics Technology	SPZ01032C
<input type="checkbox"/>	PO-20260213-STG-392	20	Open	Split-Flex Pending Action	2011	Flextronics Electronics Technology	SPZ01032C
<input type="checkbox"/>	PO-20260213-STG-392	20	Open	Split-Flex Pending Action	2011	Flextronics Electronics Technology	SPZ01032C
<input type="checkbox"/>	PO-20260213-STG-392	30	Accepted	Accepted	2011	Flextronics Electronics Technology	SPZ01032C

Initiate the Shipment Creation from Purchase Order List Page

To initiate the Shipment creation from the *Purchase Order List Page*:

1. Navigate to a *Purchase Order List Page*.

Tip: to learn more about *List Page* accessing and navigation, go to: [Order Management List Page](#).

2. Using **checkboxes**, select Purchase Order(s) you want to create the Shipment for.
3. Click **Create Shipment**. This will open the *Create Site Shipment* page.

Purchase Order Schedules Page 1 of 1: 6 Records, 1 Selected

	Purchase Order No.	PO Line No.	PO Line State	PO Status	Flex Company ID	Flex Company name	Supplier ID	Supplier Name
<input type="checkbox"/>	PO-20260213-STG-392 (0)	30 (0)	Accepted	Accept	2011	Flextronics Electronics Technology	SPZ01032C	A
<input checked="" type="checkbox"/>	PO-20260213-STG-396 (0)	40 (0)	Accepted	Accept	2011	Flextronics Electronics Technology	SPZ01032C	A
<input type="checkbox"/>	PO-20260213-STG-396 (0)	90 (0)	Accepted	Accept	2011	Flextronics Electronics Technology	SPZ01032C	A
<input type="checkbox"/>	PO-20260306-160-01 (2)	10 (0)	Accepted	Accept	2011	Flextronics Electronics Technology (Suzhou) Co Ltd	SPZ01032C	A
<input type="checkbox"/>	PO-20260306-160-01 (2)	11 (0)	Accepted	Accept	2011	Flextronics Electronics Technology (Suzhou) Co Ltd	SPZ01032C	A
<input type="checkbox"/>	PO-DEVDEMO2-STG-001 (0)	10 (0)	Accepted	Accept	2011	Flextronics Electronics Technology (Suzhou) Co Ltd	SPZ01032C	S

Buttons: Accept, Edit Promises, **Create Shipment**, View History, Reset

Records per page: 20

Create Site Shipment Page

On the *Create Site Shipment* page:

1. Use **editable fields** in the *Header* and *Line Items* sections to enter the values.
 - a. In the *Line Items* section, **scroll right** so see all available fields.
 - b. Fields **with asterisk (*)** are mandatory.
2. Click **Create Shipment**.

Shipment Header

* Denotes required field.

Shipment ID: ASN549 (0)

Supplier ID*: SPZ01032C

Ship Date(DD/MM/YYYY)*: 30/03/2026

Packing Slip Number*

Tracking Reference Identifier

Ship To: J61500

Flex Company ID: 2011

Supplier Name

Estimated Arrival Date (DD/MM/YYYY): 09/04/2026

Shipment Transportation Mode

Carrier

Flex Company Name: Flextronics Electronics Technology

Shipment Net Weight: 0

Tracking Reference Number (HDR)*

Shipment Line Items

Shipment Line ID	Purchase Order No	PO Line No	Base Line No	Flex Item No	Item Description	Order Quantity	Shipped Quantity*	Quantity UOM	Date Commit Type	Delivery Date(DD/MM/YY)
1 (0)	PO-20260213-STG-396	40		ITLSG-A36096-130	CAPC,XSR,0402,1.00UF,25.00V,+/-	2,000	2,000	EA		09/04/2026

Buttons: **Create Shipment**, Undo

Create Shipments via Excel

To create Shipments via Excel, always follow the 3-step flow presented below:



Step 1: Download

1. Navigate to **Menu** → **Uploads** → **Order Execution (Demand)**.
2. Select Document Type '**ASN Upload**'.
3. Click **Download Template File**. The Shipment Template is downloaded to your local drive.

Home > Uploads > Demand Upload > Order Execution (Demand)

Select Document Type

Document Type* 2 3

Drag drop file here*
Or select file

Comments

Next

Step 2: Excel

1. Open the downloaded Excel file from your local drive.
 - a. The Excel **columns** represent the User Interface fields.
 - b. Provide Shipment information. Each row should represent a separate Shipment Line Item.

Tip: the information about Purchase Orders that require a Shipment creation can also be downloaded from the system, so you can copy and paste them into the blank template and make you work faster.

To learn more about Purchase Order Download, go to: [Download Purchase Order/Shipment Data](#).

You can also navigate to the *Purchase Order List page* or to the *“Missing ASN Alert” Problem List page* and then export the Purchase Order data from the displayed list.

To learn more about exporting data from List Pages, go to: [Work with List Pages](#).

- c. Columns **in blue and with asterisk (*)** are mandatory.
- d. In the **Actioned** column, select ‘Yes’.
- e. Do not rearrange or delete the columns. You can hide columns that you are not going to fill in and display only the required columns that you want to fill in.

The screenshot shows an Excel spreadsheet with columns A through M and rows 1 through 4. Callouts are as follows: 'a' points to the header row (row 1), 'b' points to the first cell of row 2 (A2), 'c' points to the 'PO Line No' cell (D3), and 'd' points to the 'Actioned' cell (B3).

1	A	B	C	D	E	F	G	H	I	J	K	L	M	
2	#*Flex Company ID	Actioned	*Purchase Order No	*PO Line No	Base Line No	*Flex Item No	Item Description	Order Quantity	*Shipped Quantity	Quantity UOM	Date Commit	Type	*Ship Date(DD/MM/YYYY)	Delivery Date(DD/MM/YYYY)
3	2011	Yes	123456789	10		ROWH-2200027-10	COVER TAPE, AR SERIES	100.000000	100.000000					10-07-2026
4														

Step 3: Upload

1. Upload the updated Excel file to the system. Use the Document Type ‘**ASN Upload**’.

Tip: to learn more about Uploads, go to: [Upload Data](#).

Update or Cancel Shipments

Update or Cancel Shipments via User Interface

To update or cancel a Shipment via User Interface:

1. Navigate to a *Shipment List Page*.

Tip: to learn more about *List Page* accessing and navigation, go to: [Order Management List Page](#).

To update Shipment(s):

2. Modify the values using **editable fields**.
 - a. **Scroll right** to see all editable fields.
3. Click **Supplier Update**.

To cancel Shipment(s):

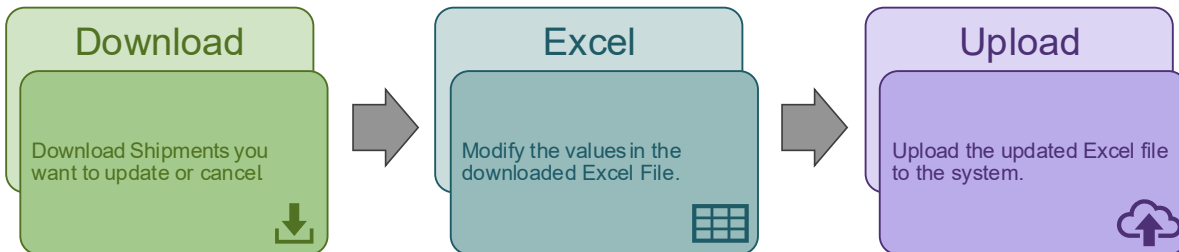
4. Select Shipment(s) you want to cancel using **checkboxes**.
5. Click **Cancel**.

The screenshot shows the 'Shipment List' page in a web application. The page title is 'Shipment List' and it shows 'Page 1 of 1; 7 Records; 1 Selected'. The table has columns for Shipment ID, Purchase Order No, PO Line No, Order Quantity, Shipped Quantity*, Reason Code Quantity, Quantity UOM, Date Commit Type, Ship Date(DD/MM/YY), and Deliver. The first row is selected, and its 'Shipped Quantity' field is highlighted with a green box and a green circle '2'. A green arrow 'a' points to the right, indicating scrolling. At the bottom, there are buttons for 'Supplier Update' (circled '3'), 'Cancel' (circled '5'), 'View History', and 'Reset'. A search bar at the top left is labeled 'Search Shipments'. The breadcrumb navigation at the top shows 'Demand Collaboration > Shipment > Shipment Summary > Shipment List'.

Shipment ID	Purchase Order No	PO Line No	Order Quantity	Shipped Quantity*	Reason Code Quantity	Quantity UOM	Date Commit Type	Ship Date(DD/MM/YY)	Deliver
ASN-DEVDEMO2-STG-01 (1)	PO-DEVDEMO2-STG-003	10	1,000	100	QTY	EA		27/01/2026	29/01/2026
ASN-TEST-STG-01 (0)	PO-TEST-STG-001	10	800	101	Reason Code Quantity test	EA		28/01/2026	24/02/2026
ASN-TEST-STG-02 (0)	PO-TEST-STG-002	10	700	100		EA		28/01/2026	24/02/2026
ASN-TEST-STG-03 (0)	PO-TEST-STG-003	10	400	100		EA		28/01/2026	24/02/2026
ASN17 (0)	PO-TEST-STG-001	10	1,000	100		EA		29/01/2026	24/02/2026
ASN479 (0)	PO-20260213-STG-396	30	2,000	2,000		EA		26/03/2026	DD/MM/YY
ASNEXC10000061 (0)	PO-TEST-STG-001	10	1,000	800		EA		28/01/2026	24/02/2026

Update or Cancel Shipments via Excel

To update or cancel Shipments via Excel, always follow the 3-step flow presented below:



Step 1: Download

1. Download all Shipments you want to update or cancel.

Tip: to learn more about Downloads, go to: [Download Purchase Order/Shipment Data](#).

Step 2: Excel

1. Open the downloaded Excel file from your local drive.
 - a. The Excel **columns** represent the User Interface fields.
 - b. Each **row** contains information about Shipment Line Items.
 - c. To update a Shipment, modify the values you want to update.
 - d. To cancel a Shipment, modify the **Shipped Quantity** value to 0.
 - e. In the **Actioned** column, select 'Yes'.
 - f. Columns **in blue and with asterisk (*)** are mandatory.
 - g. Do not rearrange or delete the columns. You can hide columns that you are not going to fill in and display only the required columns that you want to edit.

#0	1	2	3	4	5	6	7	8	9	10	11	L	
	*Flex Company ID	Actioned	*Purchase Order No.	*PO Line No.	Base Line No.	*Flex Item No.	Item Description	Order Quantity	*Shipped Quantity	Quantity UOM	Date Commit	Type	*Ship Date(DD/MM/YYYY)
2011	Yes	123456789	10		ROWH-2200027-10	COVER TAPE, AR SERIES	100.000000	100.000000					11-07-2026
2011	Yes	987654321	10		TOWH-3300038-12	COVER TAPE, AT SERIES	100.000000	0.000000					10-07-2026

Step 3: Upload

1. Upload the updated Excel file to the system. Use the Document Type 'ASN Upload'.

Tip: to learn more about Uploads, go to: [Upload Data](#).

Receipt

Receipt Object Overview

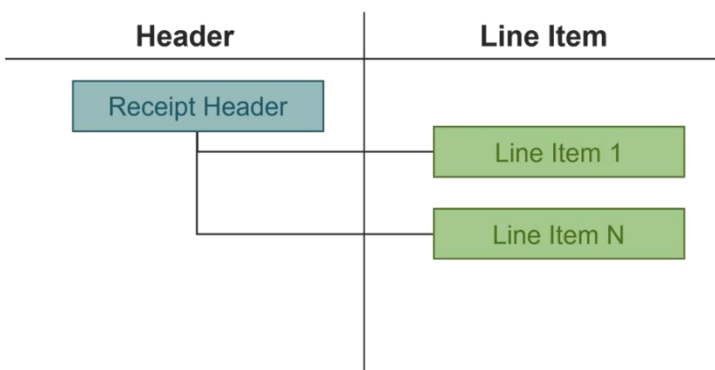
Receipts are created in “Received” State to communicate material goods receipt information to the Supplier.

When the e2open system receives a Receipt, it updates:

- The associated Purchase Order line State to “Received”.
- The associated Shipment line State to “Received”.

Receipt Structure

The information in the Receipt Object is organized into 2 levels:



- The Receipt Header can have multiple Line Items.

Level	Description
Header	The highest level of the Receipt. It includes, but is not limited to, the following fields: Receipt ID, Supplier ID, Transaction Date, Flex Receiving Site.
Line Item	The second level of the Receipt. It includes, but is not limited to, the following fields: Receipt Line ID, Item number, Associated PO number, Delivered Quantity.

Receipt States

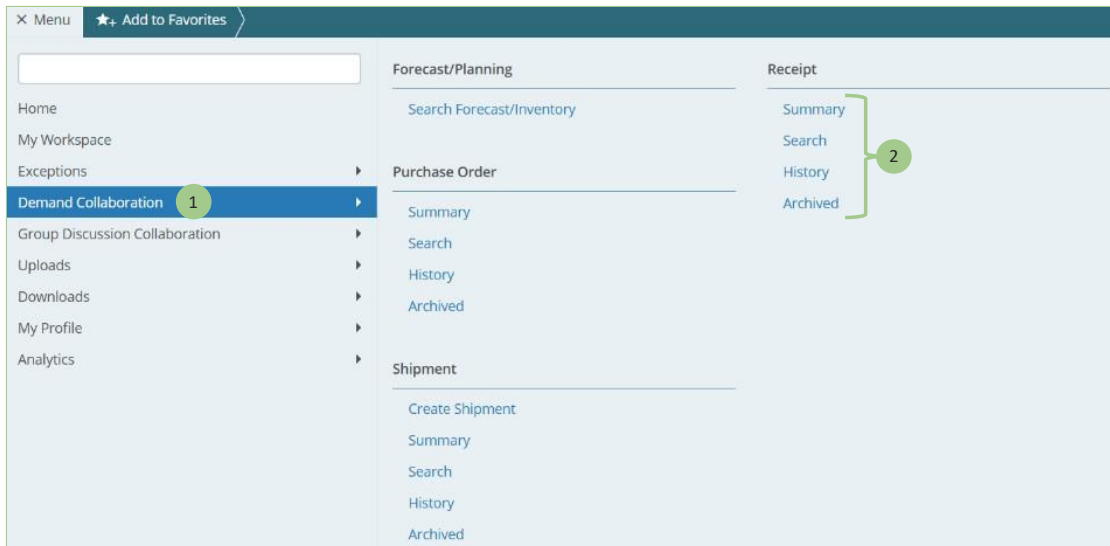
The e2open system uses a State model to manage the Receipt life cycle.

Receipt State	Description
Received	Assigned when the Receipt is received from Flex ERP in e2open.
Cancelled	Assigned when the Receipt is cancelled from Flex ERP.

View Receipts

To view Receipts:

1. Navigate to **Menu** → **Demand Collaboration**.
2. You can review Receipt information by accessing **Summary**, **Search**, **History**, or **Archived**.



Tip: to learn more about *Summary*, *Search*, *History*, and *Archived* workflows, go to: [Search and Filter in the Application](#).

Receipt Details Page

To view the Receipt Details page:

1. From the *Receipt List* page, click on the hyperlinked **Receipt number**.

Tip: to learn more about *List Page* navigation, go to: [Order Management List Page](#).

2. On the *Receipt Details* page:

- a. Review the **Receipt's Header** details,
- b. Review the **Receipt's Line** details,
- c. Click on the **gear icon** in the *Header* or *Lines* section and select **Open Table Editor** to configure the fields/columns displayed.

Tip: to learn more about *Table Editor* features, go to: [Table Editor](#).

- d. Click on the **State drop-down menu**, select a **State**, and click **Filter** to filter the lines in specific State.
- e. Click the **arrow icon** and select **Export** to export the Lines information to a .tsv file.

The screenshot displays the 'Receipt Details' page for a 'Goods Receipt: R-TY20260350 - 2011 / SPZ01032C'. The header section includes fields for Receipt ID (R-TY20260350), Supplier Name (S), Flex Company ID (2011), Transaction Date (20/02/2026), Flex Company Name (Flex Company Name), and Receipt Date (20/02/2026). Below the header is a 'Goods Receipt List' table with one record selected. The table columns are Flex Item No., Item Description, Supplier Item, Purchase Order No., Purchase Order Line No., Supplier Site Name, and Receipt Date. The selected row shows Flex Item No. SRWH-2200237-11-10, Supplier Item SRWH-2200237-11-10, Purchase Order No. PO-20260213-STG-396, Purchase Order Line No. 20, Supplier Site Name SPZ01032C, and Receipt Date 20/02/2026. The page also features a 'View History' button and a 'State' dropdown menu set to 'All (1)'. A 'Filter' button and an 'Open Table Editor' menu are also visible.

Attachments

File attachments are supported within Purchase Orders and Shipments.

Users can view and save attachments:

- From Purchase Order/Shipment List page,
- From Purchase Order/Shipment Details page.

Multiple attachments are allowed for single Object. Each attachment is accessed individually.

To prevent any loss of performance, the recommended maximum attachment size is 10MB.

Manage Attachments

To manage attachments:

1. Navigate to the *Purchase Order* or *Shipment List* or *Details* page.

Tip: to learn more about these pages, go to: [Order Management List Page](#) / [Purchase Order Details Page](#) / [Shipment Details Page](#).

2. Click the **clip icon**:

- Clip icon next to the Purchase Order/Shipment number is an attachment added on the Header level.
- Clip icon next to the Purchase Order/Shipment line number is an attachment added on the Line Item level.

Note: the number in parentheses represents the number of attachments.

The screenshot displays the 'Purchase Order Schedules' interface. The main table lists purchase orders with columns for PO No., PO Line No., PO Line State, PO Status, and Flex C. The table contains six records. The fourth record, PO-20260306-160-01, has a '2' in parentheses next to the PO No. and a '1' in parentheses next to the PO Line No. The fifth record, PO-20260306-160-01, has a '2' in parentheses next to the PO No. and a '1' in parentheses next to the PO Line No. The sixth record, PO-DEVDEMO2-STG-001, has a '1' in parentheses next to the PO No. and a '1' in parentheses next to the PO Line No. Green circles and arrows highlight these attachment counts. The right-hand panel shows the details for PO-20260306-160-01, with a '2' in parentheses next to the PO No. in the header section. The bottom panel shows a detailed view of the PO line items, with a '2' in parentheses next to the PO Line No. in the header section.

PO No.	PO Line No.	PO Line State	PO Status	Flex C
PO-20260213-STG-392 (0)	30 (0)	Accepted	Accept	2011
PO-20260213-STG-396 (0)	40 (0)	Accepted	Accept	2011
PO-20260213-STG-396 (0)	90 (0)	Accepted	Accept	2011
PO-20260306-160-01 (2)	10 (0)	Accepted	Accept	2011
PO-20260306-160-01 (2)	11 (0)	Accepted	Accept	2011
PO-DEVDEMO2-STG-001 (0)	10 (0)	Accepted	Accept	2011

3. On *Attachment List* you can verify the attachment's details.
4. Download the attachment by clicking on **File Name**.
5. Add a new attachment by clicking on **Add**.

Attachment List 3

Discrete PO Header Attachment

	File Name	Description	File Size	Upload Date	User Name	Role Name	Version
1	Test - Attachment 02.pdf	Test 2	16 KB	03/13/26:14:26:13	n	g Buyer: 2011	1.0
2	Test - Attachment 03.pdf	Test 3	16 KB	03/13/26:14:27:46	n	g Supplier EDI: SPZ01032C-2011	1.0


Close Add 5

- a. Drag and drop a file to a **blue box** or click on **Or select file** and select a file from your local drive.
- b. Optionally, add a **Description**.
- c. Click **Upload**.

Attachment List x

Discrete PO Header Attachment

Upload File



Drag drop file here

Or select file a

✕ Test - Attachment 02.pdf

Description

Test 2 b

Cancel Upload c

Forecast/Inventory Collaboration

Forecast/Inventory Collaboration Overview

Flex sends Forecast/Inventory information to the e2open system. Suppliers are expected to provide their Forecast/Inventory Commits.

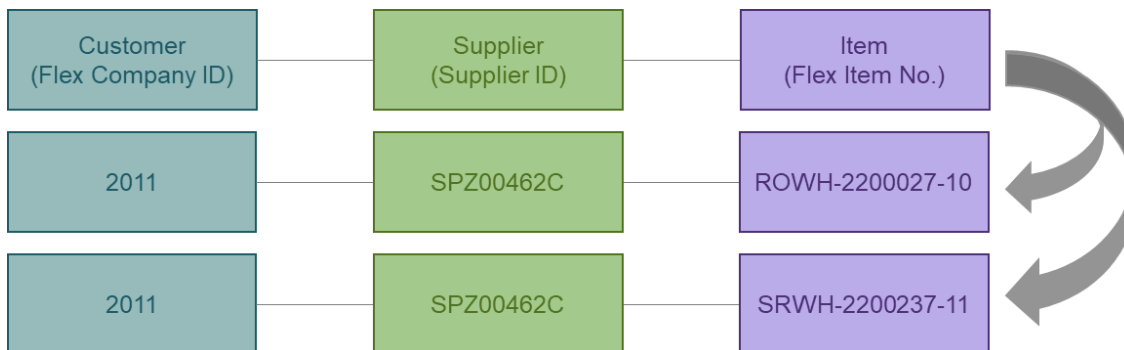
The e2open system flags the missing commit exception, which allows the Users to narrow down the Collaborations that need additional review.

All the above is captured and shown in the e2open MCV for both Buyer and Supplier roles.

Collaboration (Collab)

The system exchanges data based on who is buying, who is supplying, and what the item is. This relationship is called “Collaboration” (or “Collab” in short) – a unique combination of Master Data elements:

- Customer that published the forecast – Flex Company ID,
- Supplier for whom the forecast is published – Supplier ID,
- Item for which the forecast is published – Flex Item No.



View Forecast/Inventory

Search Forecast/Inventory

To search for Forecast/Inventory information:

1. Navigate to **Menu** → **Demand Collaboration** → **Search Forecast/Inventory**.
2. On the *Search Forecast/Inventory* page, use search boxes to enter your criteria.
3. Click **Search** to initiate the search.
4. Click **Reset** to clear the search boxes.

The screenshot shows the 'Search Forecast/Inventory' page. At the top, there is a breadcrumb trail: 'Demand Collaboration' > 'Forecast/Planning' > 'Search Forecast/Inventory'. On the right, there is a 'Job Status' icon. Below the breadcrumb, there is a 'Search' section with a 'Saved Searches' dropdown set to 'None' and a 'Save Search' button. A search tip reads: 'Search Tip: Enter data values in one or more of the search fields to view all collaborations which match that criteria. Note that the search is case sensitive.' The search fields are arranged in two columns. The left column includes 'Flex Company ID', 'Flex Item No', 'Supplier ID' (with a value 'SPZ01032C' and a close button), and 'Item Category'. The right column includes 'Flex Company Name', 'Flex Item Description', 'Supplier Name', and 'Data Existence Filter'. At the bottom left, there are 'Search' and 'Reset' buttons. A green circle with the number '2' is positioned below the search fields, with arrows pointing to each of the search input boxes. Two other green circles with numbers '3' and '4' are positioned above the 'Search' and 'Reset' buttons, respectively.

Tip: other navigation features on this *Search* page are the same as for any other *Search* page. To learn more, go to: [Search and Filter in the Application](#).

Collaboration Selector

Collaboration Selector page lists Collaborations found based on criteria provided on *Search Forecast/Inventory* page.

On the *Collaboration Selector* page:

1. Re-define the search filters by clicking on **plus icon**.
2. To switch between ascending (A>Z, 1>3) and descending (Z>A, 3>1) sort order for a column, click the **Sort Order icon**. The number indicates the order of sort by column.
3. Click on the **gear icon** and select **Open Table Editor** to configure the columns displayed.

Tip: to learn more about *Table Editor* features, go to: [Table Editor](#).

4. For a list spread over multiple pages, use the **Previous Page** and **Next Page** buttons. Alternatively, type the **number** of the page you want to navigate to, and click on **Jump**.
5. Expand the **drop-down menu** to change the number of records per page.
6. Click on the **arrow button** and select:
 - a. **Export** to export list page records to a .tsv file,
 - b. **File Download** to download list page records to an .xlsx file.
7. To view data in all columns, **scroll right**.
8. Select one, multiple, or all Collaborations using **checkboxes** and click **View** to access the *Multi-Collab View* page.

The screenshot shows the 'Collaboration Selector' interface. At the top, there is a breadcrumb trail: 'Demand Collaboration > Forecast/Planning > Search Forecast/Inventory > Collaboration Selector'. A 'Job Status' icon is in the top right. Below the breadcrumb is a search bar with a magnifying glass icon and a 'Search' button (callout 1). To the right of the search bar are 'Saved Searches' (set to 'None') and a 'Save Search' button. The main content area is titled 'Collaboration Selector' and shows 'Page 1 of 1: 7 Records'. It contains a table with columns: Flex Company ID, Flex Company Name, Flex Item No., Flex Item Description, Supplier ID, and Supplier Name. The table has 7 rows. The first row is unselected. The second, third, and fourth rows are selected, indicated by blue checkboxes in the first column (callout 8). The fifth, sixth, and seventh rows are unselected. To the right of the table is a context menu with 'Export' and 'File Download' options (callout 6). Above the table, there are icons for a plus sign (callout 1), a gear (callout 3), and a download arrow (callout 6). Below the table, there is a 'Demand Inventory Overview' dropdown and a 'View' button (callout 8). At the bottom right, there are navigation arrows (callout 4) and a 'Records Per Page' dropdown set to '25' (callout 5). A horizontal scrollbar is visible below the table (callout 7).

Multi-Collab View (MCV)

Multi-Collab View (MCV) page shows Data Measures and PIT data for the Forecast/Inventory Collaboration.

Multi-Collab View (MCV) Filtering

If you need to change your search criteria:

1. Click the **Filter icon**. The Collaboration Search sub-screen opens.
2. Change your search criteria and click **Search**.

The screenshot displays the Multi-Collab View (MCV) interface. On the left, a search filter panel is open, showing fields for Flex Company ID, Flex Company Name, Flex Item No, Flex Item Description, Supplier ID (with a dropdown menu showing 'SPZ01032C'), and Supplier Name. A green box highlights the search filter panel, and a green circle with the number '2' is placed over the 'Search' button. A green circle with the number '1' is placed over the filter icon in the top navigation bar. The main area shows a table with columns for 'Past Due' and 'Total'. The table contains data for two supplier items: 'ITL5G-A36096-130' and 'NS-SPZ01032C-11'. The 'Past Due' column shows values of 0 and 200 respectively. The 'Total' column shows values of 0 for all rows. The table is titled 'Collabs 1 - 5 of 7'.

	Past Due	Total
Supplier ID: SPZ01032C Supplier Item: ITL5G-A36096-130 Supplier Site: SPZ01032C	0	0
Supplier ID: SPZ01032C Supplier Item: NS-SPZ01032C-11 Supplier Site: SPZ01032C	200	0

Collaboration Dimensions

1. This section shows the Collaboration Dimensions: **Flex Company ID, Flex Item No, Customer Site, Supplier ID, Supplier Item, Supplier Site**.
2. Numbers indicate that Collaborations are being sorted by these dimensions. Up/down arrow indicates whether rows are sorted in ascending or descending order.

Year	Supplier ID	Supplier Item	Supplier Site	Forecast	Previous Period Forecast	Supplier Commit	Previous Period Supplier Commit	Flex Inventory	Supplier Inventory	Excess Shortage Commit	Forecast- Forecast Alert
2011	SPZ01032C	ITL5G-A36096-130	SPZ01032C								

3. To configure the Dimensions displayed on MCV page, click on **three dots menu** and **Select Dimensions** option.
 - a. Under **Define Grid Columns** tab, you can show, hide, or rearrange the Dimensions.
 - b. Under **Define Multi-Column Sort** tab, you can define the sorting logic.

Tip: to learn more about configuration features, go to: [Edit Filters](#).

4. To reset Dimensions to default view, select **Reset Dimensions**.

The left screenshot shows the 'Summaries' menu with the following options: CustSiteName_CustItemLevel1_CustItemLevel2, CustItemName_CustSiteLevel1_CustSiteLevel2, CustItemLevel1_CustSiteLevel1_CustSiteLevel2, SuppSiteName, SuppItemName, CustSiteName, CustItemName, Select Dimensions (3), and Reset Dimensions (4).

The right screenshot shows the 'Table Editor' dialog with two tabs: 'Define Grid Columns' (a) and 'Define Multi-Column Sort' (b). The 'Table Columns' section on the right lists the following dimensions: Flex Company ID, Flex Item No, Customer Site, Supplier ID, Supplier Item, and Supplier Site.

Calendar

Default view is 107 weekly Buckets, extendable up to 208 Buckets.

If you need to display data in a different calendar view:

1. Click on **Calendar**.
2. Select the **Start Date** and **End Date**.
3. Choose **Default, Weekly, Monthly, or Quarterly Timeframe**.
4. Click **Apply**.

The screenshot shows the 'Demand Inventory Overview' interface. The main window displays a 'Past Due' section with a date range of 'Default - 31/03/2026 - 22/04/2028' and a note 'All bucket dates are in system time.' Below this, a table shows dates: 30/03/2026, 06/04/2026, 13/04/2026, 20/04/2026, 27/04/2026, 04/05/2026, and 11/05/2026. A 'Settings' dialog is open, showing the 'Legend' section with three colored boxes (green, purple, orange). The 'Start Date' is set to 31/03/2026 and the 'End Date' is set to 22/04/2028. The 'Timeframe' is set to 'Default'. The 'Apply' button is highlighted. Numbered callouts (1-4) indicate the steps: 1 points to the 'Calendar' button in the top right of the main window; 2 points to the 'Start Date' and 'End Date' fields; 3 points to the 'Timeframe' dropdown; and 4 points to the 'Apply' button.

Data Measures

Data Measures are a series of data points that are arranged in chronological order. E2open application uses Data Measures to track and present the data required to execute the planning process. The data is segregated into weekly time buckets.

1. This section shows the Data Measures:
 - a. **Forecast** – Flex’s current Forecast,
 - b. **Previous Period Forecast** – a copy of the old Forecast when a new Forecast is sent to e2open,
 - c. **Supplier Commit** – Supplier’s response (commit) to the current Forecast,
 - d. **Previous Period Supplier Commit** – a copy of the old Commits when a new Forecast is sent to e2open,
 - e. **Flex Inventory** – Flex’s On Hand Inventory shown in current period time bucket, derived from Flex Forecast,
 - f. **Supplier Inventory** – Supplier’s On Hand Inventory shown in current period time bucket, derived from Supplier Commit,
 - g. **Excess Shortage Commit** – Forecast-Supplier Commit computed per weekly bucket,
 - h. **Forecast-Forecast Alert** – Exception Data Measure triggered when no Commit has been recorded against Flex Forecast.
2. This section shows **Past Due Forecast** – computed as summation of all Forecast values before the first day of current period.

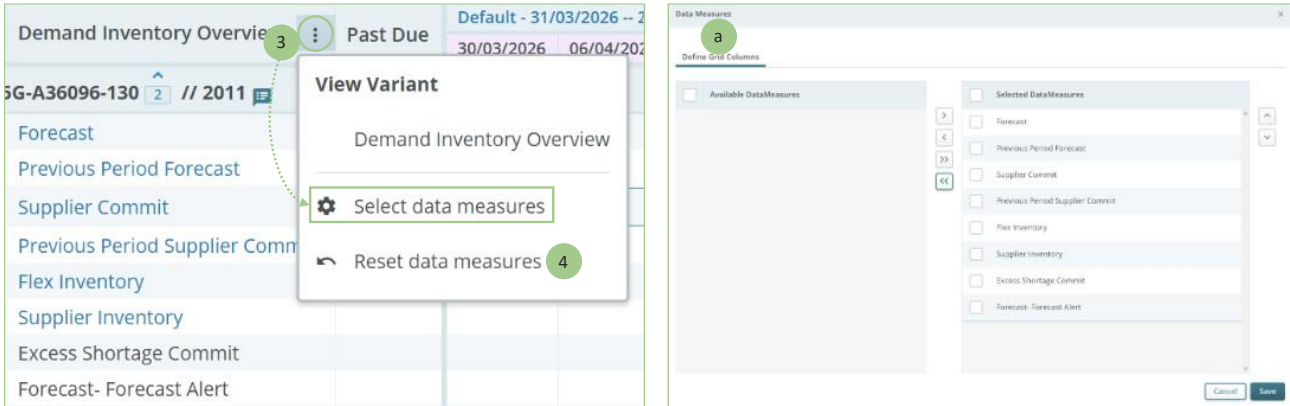
Details		Demand Inventory Overview	Past Due				
Supplier ID	SPZ01032C	Supplier Item	ITL5G-A36096-13	Supplier Site	SPZ01032	Forecast	0
						Previous Period Forecast	
						Supplier Commit	
						Previous Period Supplier Commit	
						Flex Inventory	
						Supplier Inventory	
						Excess Shortage Commit	
						Forecast- Forecast Alert	

- To configure the Data Measures displayed on MCV page, click on **three dots menu** and **Select data measures** option.

- Under **Define Grid Columns** tab, you can show, hide, or rearrange the Dimensions

Tip: to learn more about configuration features, go to: [Edit Filters](#).

- To reset Data Measures to default view, select **Reset data measures**.



Point-in-Time (PIT)

Point-in-Time (“PIT”), is a value that represents a Data Measure at a specific point in time, for a specific Collaboration.

- The committed value of **250**, for the week of **30/03/2026**, for the Collab **2011 – ITL5G-A36096-130 – SPZ01032C**, is considered a PIT value for the **Supplier Commit** Data Measure.

The screenshot shows the 'Multi-Collab View' interface. The table displays data for various data measures across different weeks. The 'Supplier Commit' row is highlighted, showing a value of 250 for the week of 30/03/2026. A green circle '1' is placed over the 250 value. The table columns include dates from 30/03/2026 to 01/06/2026 and a 'Total' column.

	30/03/2026	06/04/2026	13/04/2026	20/04/2026	27/04/2026	04/05/2026	11/05/2026	18/05/2026	25/05/2026	01/06/2026	Total
Forecast											0
Previous Period Forecast											0
Supplier Commit	250										250
Previous Period Supplier Commit											0
Flex Inventory											
Supplier Inventory	120										
Excess Shortage Commit	-250										
Forecast- Forecast Alert											

Forecast/Inventory Exceptions

The table below illustrates the Exceptions' names with their descriptions:

Exception	Description
Forecast- Forecast Alert	Triggered when no Forecast Commit has been recorded against Flex Forecast at Collab. The alert resets when the Supplier records their commits, or when the new Forecast is loaded.

Tip: to learn more about *Exceptions* accessing and navigation, go to: [Exceptions and Email Alert Subscriptions](#).

Problem View

Multi-Collab View page with *Problem View* shows the Collaborations affected by the Exception.

1. **Data Measures** used to compute and trigger the Exception.
2. **Color-coded PIT.**

The screenshot shows the 'Multi-Collab View' interface. The breadcrumb trail is: Exceptions > Exceptions > Inventory Problem Summary > Problem List > Forecast/Inventory. The page title is 'Multi-Collab View' with 'Collabs 1 - 1 of 1'. The interface includes a 'Details' section on the left with fields for Supplier ID (SPZC04810), Supplier Item (AGIH-9211-6177-PKG), and Supplier Site (SPTC04810). The main table shows data for '2011 // AGIH-9211-6177-PKG // 2011'. The table has columns for dates: 30/03/2026, 06/04/2026, 13/04/2026, 20/04/2026, 27/04/2026, 04/05/2026, and a 'Total' column. The 'Forecast' row shows values of 31 and 15, totaling 46. The 'Supplier Commit' row shows 0. The 'Forecast- Forecast Alert' row is highlighted in red. Callout 1 points to the 'Supplier ID' field, and callout 2 points to the red highlight. The interface also includes 'Update' and 'Reset' buttons, and a 'Records Per Page' dropdown set to 5.

	30/03/2026	06/04/2026	13/04/2026	20/04/2026	27/04/2026	04/05/2026	Total
Forecast					31	15	46
Supplier Commit							0
Forecast- Forecast Alert							

Provide Supplier Commit

Provide Supplier Commit via User Interface

To provide the Supplier Commit via User Interface:

1. Navigate to the *Multi-Collab View* page.

Tip: to learn more about *Multi-Collab View* accessing and navigation, go to: [View Forecast/Inventory](#).

2. Click the **Supplier Commit** Data Measure name to open the *PIT Info/Detail* window.
3. Click **Add Row**.
4. Use **editable fields** to insert values:
 - a. **PIT Date**,
 - b. **Supplier Quantity** (Commit)
 - c. **Inventory Commit**.
5. Click **Save** to save the entries. Alternatively, click **Save and Close** to save the entries and close the window.
6. Click **Reset** to reset the entries.
7. To delete the entries, select the row(s) from the list using **checkboxes** and click **Delete**.
8. Click **Close** to close the window.

Multi-Collab View Collabs 1 - 5 of 7

Details : Demand Inventory Overview : Past Due Default - 31/03/2026 30/03/2026

2011 // ITL5G-A36096-130 // 2011

Supplier ID Forecast 0

SPZ01032C Previous Period Forecast

Supplier Item Supplier Commit 250

ITL5G-A36096 Previous Period Supplier Commit

Supplier Site

PIT Info

Collaboration Information

Flex Company ID	Supplier ID	Flex Company Name	Supplier Name	Flex Item No	Flex Item Description
2011	SPZ01032C	Flextronics Electronics Technology	Suzhou renhe holding Co Ltd	ITL5G-A36096-130	CAPC,X5R,0402,1.00UF,25.00V,+/-

PIT Detail Page 1 of 1 : 2 Records

Id	PIT Date*	Supplier Quantity*	Last Modified Date	Date commit type	Quantity UOM	Inventory OH	Inventory Commit	Warehouse	Buyer
<input type="checkbox"/> 1774828800000_	30/03/2026 00:00:00	100	03/31/26:10:40:40				120		
<input checked="" type="checkbox"/> 1774915200000_	31/03/2026 00:00:00	140	03/31/26:10:40:40						
<input type="checkbox"/> Auto ID	DD/MM/YYYY hh:mm:ss								

Save Save and Close + Add Row

Close Reset Delete Save

Go To Page Jump Records Per Page 50

Copy PITs

You can also provide your Commits using *Copy PITs* functionality. With this, all your entries will match Flex requirements.

To provide the Supplier Commit using *Copy PITs*:

1. Navigate to the *Multi-Collab View* page.

Tip: to learn more about *Multi-Collab View* accessing and navigation, go to: [View Forecast/Inventory](#).

2. Click **Copy PITs** icon.
3. In the *Copy PITs* window:
 - a. Select the **Start Date** and **End Date**.
 - b. Under **Source**, select **Forecast**.
 - c. Under **Target**, select **Supplier Commit**.
 - d. Click **Copy**.

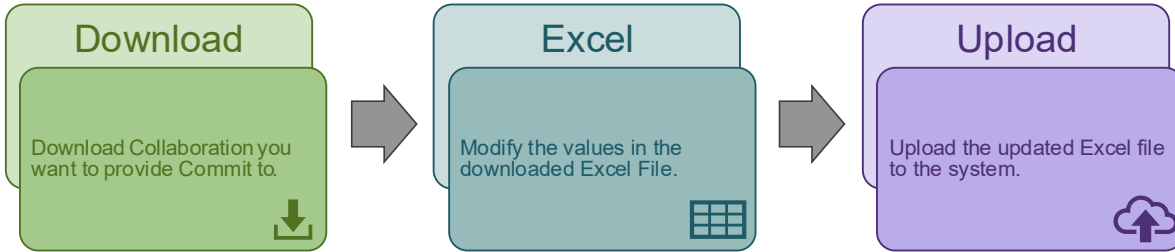
The screenshot shows the 'Multi-Collab View' interface. A 'Copy PITs' dialog box is open, allowing users to copy data from a source to a target. The dialog box contains the following fields and options:

- Start Date:** 31/03/2026 (marked with 'a')
- End Date:** 22/04/2028 (marked with 'a')
- Source:** Forecast (marked with 'b')
- Target:** Supplier Commit (marked with 'c')
- Copy Attributes
- Copy** button (marked with 'c')

The background table shows a grid of data with columns for dates and a 'Total' column. The 'Total' column values are 0, 0, 250, 0.

Provide Supplier Commit via Excel

To provide Supplier Commit via Excel, always follow the 3-step flow presented below:



Step 1: Download

1. Download all Collaborations you want to provide your commit to. Use the Document Type '**Commit Download**'. In the Data Measure Selection, choose '**Forecast**'.

Tip: to learn more about Downloads, go to: [Download Forecast/Inventory Data](#).

Step 2: Excel

1. Open the downloaded Excel file from your local drive.
 - a. The Excel **columns** represent the User Interface fields.
 - b. Each **row** contains information about Collaboration-Time Bucket.
 - c. Insert values in **Supplier Qty** (Commit) and **Inventory Commit** columns. It is allowed to split the quantity and provide different Forecast Commit date.

Note: the Inventory Commit update is optional. If Inventory Commit is provided, it should be entered in the first row for each item.

- d. Columns **in blue and with asterisk (*)** are mandatory.
- e. Do not rearrange or delete the columns. You can hide columns that you are not going to fill in and display only the required columns that you want to edit.

#0	*Flex Company ID	*Flex Item No.	Manufacturer Part No.	Order Method	*Forecast Type	Date commit type	*Date	Flex Qty	Supplier Qty	Quantity UOM	Inventory OH	Inventory Commit
2011		SRWH-2200237-11			ConsumptionCommit		19-01-2026	331	331			100
2011		ROWH-2200027-10			ConsumptionCommit		19-01-2026	1223	1223			200

Step 3: Upload

1. Upload the updated Excel file to the system. Use the Document Type '**Supplier Commit**'.

Tip: to learn more about Uploads, go to: [Upload Data](#).

Discussions

Discussions Overview

Discussions is a communication feature designed to send and receive messages. It reduces emails and phone calls when there is a need for ad-hoc conversation between partners.

Discussion types:

- **Group Discussion** – not related to any Object/Collab
 - Can be initiated by Supply Chain Owner role only.
 - Can be accessed by all roles.
- **Purchase Order Discussion** – related to a Purchase Order Object
 - Can be initiated and accessed by all roles.
- **Collab Discussion** – related to a Collaboration
 - Can be initiated and accessed by all, except for Approver roles.

Group Discussions

Access Group Discussions

To access Group Discussions:

1. Navigate to **Menu** → **Group Discussion Collaboration**.
2. You can access the Group Discussions via **Summary**, **Search**, or **History**.

Tip: the *Summary*, *Search*, and *History* capabilities are the same as for any other workflow of that type.

To learn more, go to: [Search and Filter in the Application](#).

3. From the *Group Discussions List*, click on the **Discussion Number** to access the *Discussion Details* page.

Tip: other navigation features on the *Group Discussions List* page are the same as on the other *Order Management List Pages*. To learn more, go to: [Order Management List Page](#).

Group Discussion List Page 1 of 1; 2 Records

<input type="checkbox"/>	Discussion Number	Discussion Status	Discussion Start Date	Subject	Category	FlexStringHeader1	FlexStringHeader2
<input type="checkbox"/>	13 (0)	New	13/03/2026	Shipping is very slow	Shipping		
<input type="checkbox"/>	6 (0)	New	13/02/2026	Valentines Day Packaging	Packaging		

Update Discussion View History < > Records per page 20

Group Discussion Details Page

On the *Discussion Details* page, you can review the Group Discussion's Details divided into 3 sections:

1. **Group Discussion Header,**
2. **Group Discussion List,**
3. **Discussion Panel.**

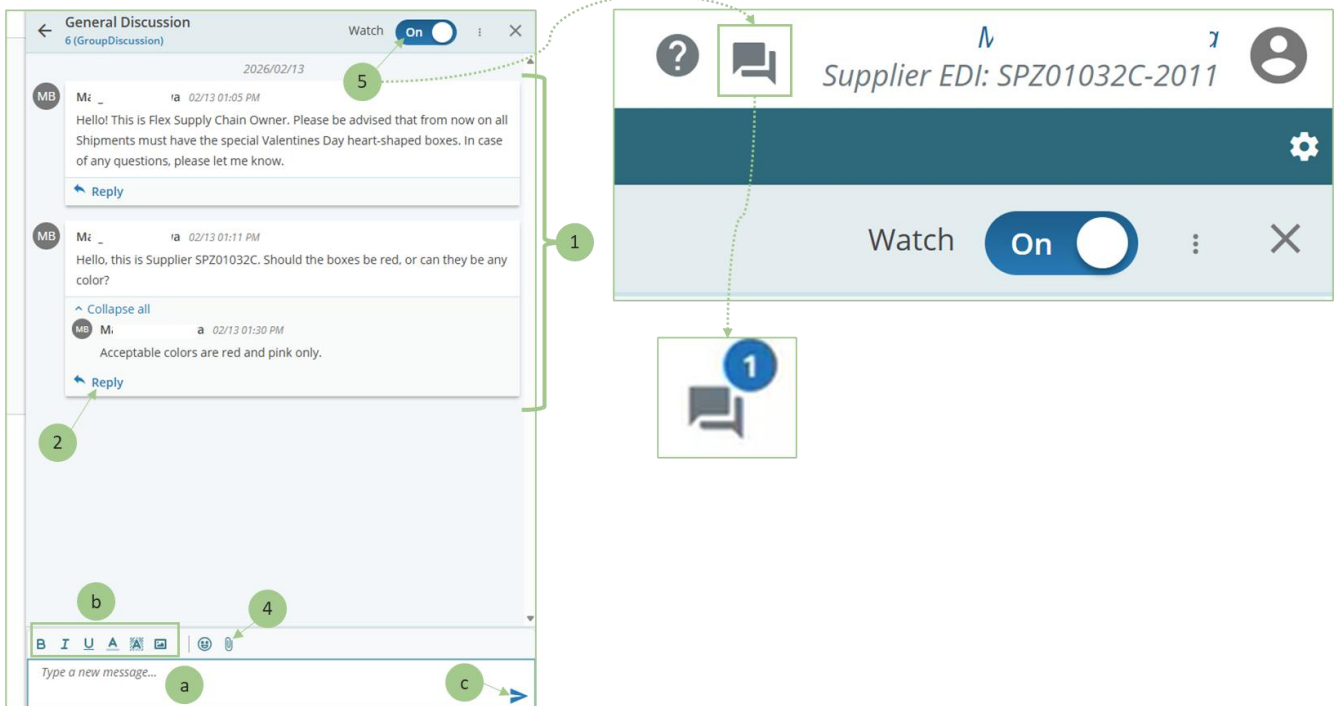
The screenshot displays the 'Group Discussion Details' page. The top navigation bar includes 'Group Discussion Collaboration', 'Group Discussion', 'Group Discussion Summary', 'Group Discussion List', and 'Details'. The main content is divided into three sections:

- Group Discussion Header (1):** Displays details for 'Group Discussion: 6 - Packaging / Valentines Day Packaging'. It includes fields for Discussion Number (6 (0)), Flex Company ID (ANY_CUSTOMER), Discussion Start Date (13/02/2026), Category (Packaging), Discussion Status (New), Customer Description (used for long tail solution), Subject (Valentines Day Packaging), and Notes To All Partners (View/Change).
- Group Discussion List (2):** A table listing discussion items. The table has columns for Line Id, Partner, Line Status, T2 Partner, T2 Partner Description, T2 Partner Item Name, and T2 Partner Item Description. Two records are shown, both with Line Id 2 and 5, Partner SPZ01032C, and Line Status New.
- Discussion Panel (3):** A chat window titled 'General Discussion' showing a conversation. The first message is from MB: 'Hello! This is Flex Supply Chain Owner. Please be advised that from now on all Shipments must have the special Valentines Day heart-shaped boxes. In case of any questions, please let me know.' The second message is from MB: 'Hello, this is Supplier SPZ01032C. Should the boxes be red, or can they be any color?'. The third message is from MB: 'Acceptable colors are red and pink only.' The panel includes a 'Watch' toggle, a 'Collapse all' button, and a text input field for replying.

Discussion Panel

In the *Discussion Panel* section, you can:

1. Review the existing messages.
2. Respond to a message by clicking on **Reply**.
3. To write a new message:
 - a. Provide the text in **Type a new message... box**.
 - b. Format your message using **formatting tools**.
 - c. Click on the **Send** icon.
4. To attach a file, click on the **clip icon** and select a file from your local drive.
5. Click the **Watch toggle** to turn on notifications for this Discussion. A notification badge appears on the Discussions icon in the application header whenever a new message is received.



Purchase Order Discussions

Access a Purchase Order Discussion

To access a Purchase Order Discussion:

1. Navigate to the *Purchase Order Details* page.
2. Click the **Discussions** icon on the top right corner.

Tip: to learn more about *Purchase Order Details* page navigation, go to: [Purchase Order Details Page](#).

3. The *Discussions Panel* opens. Use the *Discussions Panel* to initiate a new or continue the existing discussion.

Tip: to learn more about *Discussions Panel* features, go to: [Discussions Panel](#).

The screenshot displays the 'Purchase Order Details' page for PO-20260213-STG-396 - 2011 / SPZ01032C. The PO State is 'Open'. The Flex Company name is 'Flextronics Electronics Technology'. The PO Creation Date is 25/03/2026. The Supplier Name is 'A'. The Order Method is 'FULL LT'. The Item Category is 'NORMAL'. The Incoterm Description is 'A/Carriage, and Insurance'. The Named Place is 'BAYAN LEPAS, PENANG, MALAYSIA'. The Supplier Address is '-'. The Ship To Site is '2011'. The Bill To is 'pjs101'. The Purchase Order Schedules table shows one record with PO Line No. 10 (0) B, PO Line State Open, PO Status Open, Flex Item No. ITLSGA36096-13, Item Description CAPCYSR,0402,1.00UF,25.00V,H, PO Revision No. 1, Base Line No., PO Creation Date 25/03/2026, Item Revision 1, and Exception Reference ER1. A 'General Discussion' panel is open on the right, showing a message input field and a 'Type a new message...' button. Red circles and arrows highlight the 'Discussions' icon (2) and the discussion window (3).

Collab Discussions

Access a Collab Discussion

To access a Collab Discussion:

1. Navigate to the *Collaboration Selector* page.

Tip: to learn more about *Collaboration Selector* page navigation, go to: [Collaboration Selector](#).

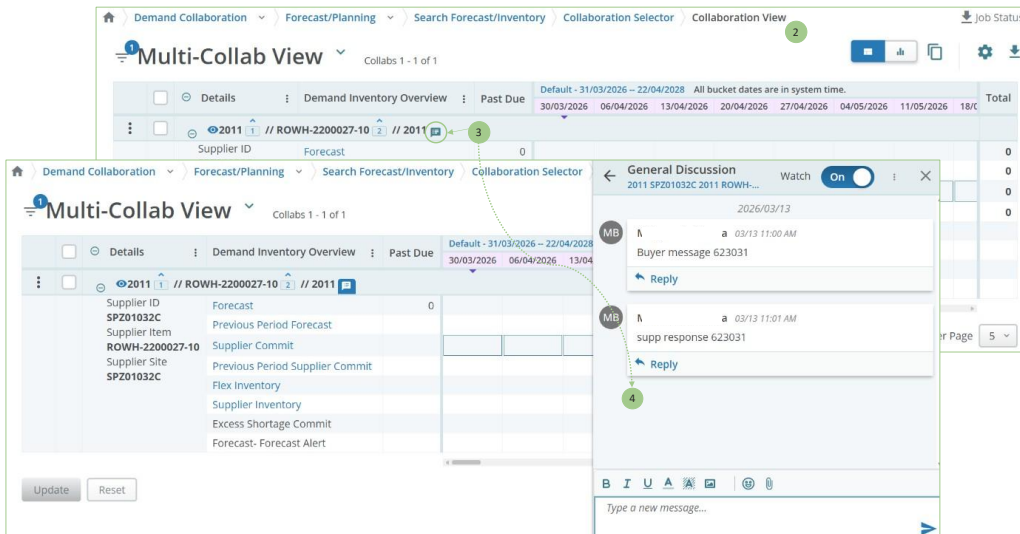
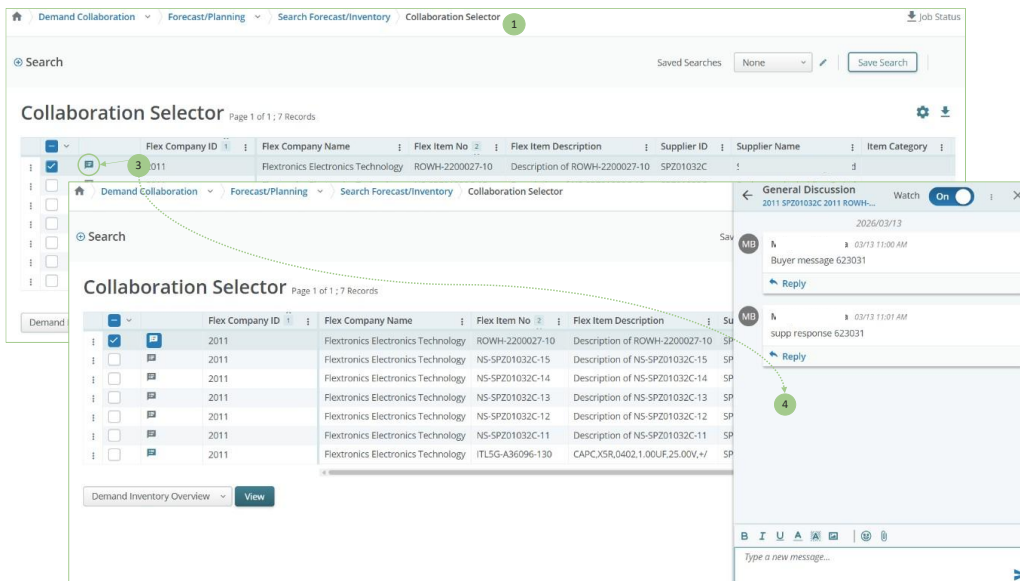
or

2. Navigate to the *Multi-Collab View* page.

Tip: to learn more about *Multi-Collab View* page navigation, go to: [Multi-Collab View \(MCV\)](#).

3. Click the **Discussions** icon next to the Collaboration.
4. The *Discussions Panel* opens. Use the *Discussions Panel* to initiate a new or continue the existing discussion.

Tip: to learn more about Discussions Panel features, go to: [Discussions Panel](#).



Discussions Exceptions

Users are notified about all ongoing Discussions via Exceptions feature.

The table below illustrates the Exceptions' names with their descriptions:

Exception	Description
Group Discussion Notification	Triggered when a new Group Discussion is initiated.
Purchase Order Discussion Notifications	Triggered when a new Purchase Order Discussion is initiated.
Collab Discussion Notification	Triggered when a new Collab Discussion is initiated.

Tip: to learn more about Exceptions accessing and navigation, go to [Exceptions and Email Alert Subscriptions](#).

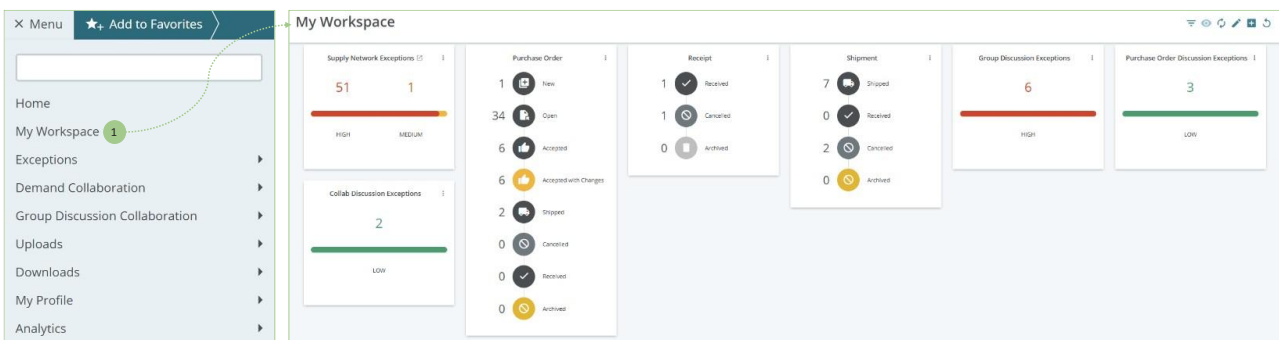
My Workspace

My Workspace Overview

My Workspace is a dashboard of all the information that is available to you and is role-based. The totals displayed are based on the data that your role can access. My Workspace is your one-stop-shop for all the information that you have access to. Your personalized default filters affect the totals shown on My Workspace, so some records that you have access to may not be shown. You can change the default filters for a dashboard card by clicking three dots menu on the card.

Access My Workspace

1. From Menu, click **My Workspace** to access a summary of your data.



Personalize My Workspace

Actions performed in My Workspace

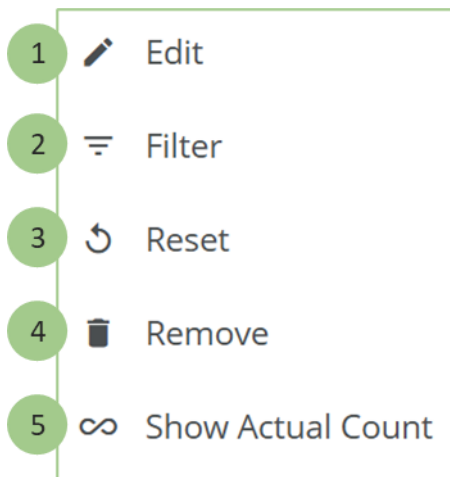
This section refers to the main page:

1. Set filters.
2. Hide the values with zero count.
3. Refresh the My Workspace page to view the most updated results.
4. Show/Hide/Rearrange cards on My Workspace page.
5. Add back a hidden card.
6. Reset the modified My Workspace page to the system default.



This section refers to available cards:

1. Select items to be displayed on the card.
2. Set filters on the card.
3. Reset the card to the default.
4. Remove (hide) the card.
5. Show the actual count.



Hide Cards from My Workspace

To hide cards from My Workspace:

1. At the top right corner of the page, click the **Edit icon**. My Workspace appears with a checkbox at the upper right of each card.



2. Select the **checkbox** of a card that you want to remove. You can select multiple checkboxes.
3. Click **Remove**.
4. From this view you can also rearrange the cards. Simply click on **two horizontal lines icon** in the card's left corner, drag and drop the card in the desired location.
5. Click **Save**.

My Workspace

Selected Items Remove Save Cancel

Supply Network Exceptions 51 1 HIGH MEDIUM

Collab Discussion Exceptions 2 LOW

Purchase Order 1 New 34 Open 6 Accepted 6 Accepted with Changes 2 Shipped 0 Cancelled 0 Received 0 Archived

Receipt 1 Received 1 Cancelled 0 Archived

Shipment 7 Shipped 0 Received 2 Cancelled 0 Archived

Group Discussion Exceptions 6 HIGH

Purchase Order Discussion Exceptions 3 LOW

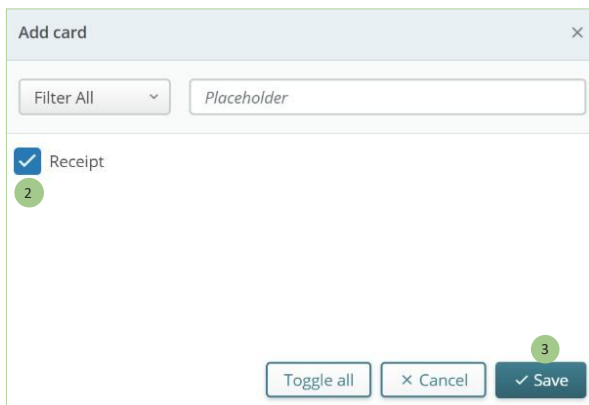
Add Hidden Cards to My Workspace

To add a hidden card to My Workspace:

1. At the top right corner of the page, click the **Add card icon**. The Add card dialog box opens.



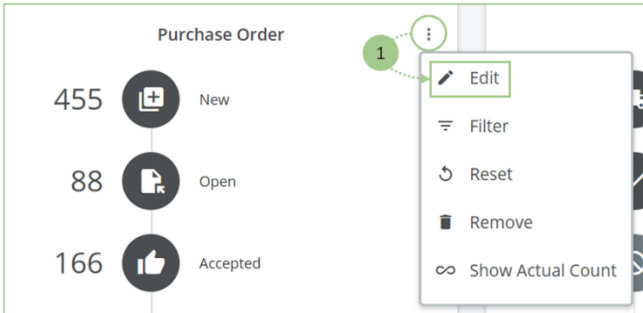
2. Select the card using **checkbox**.
3. Click **Save**.



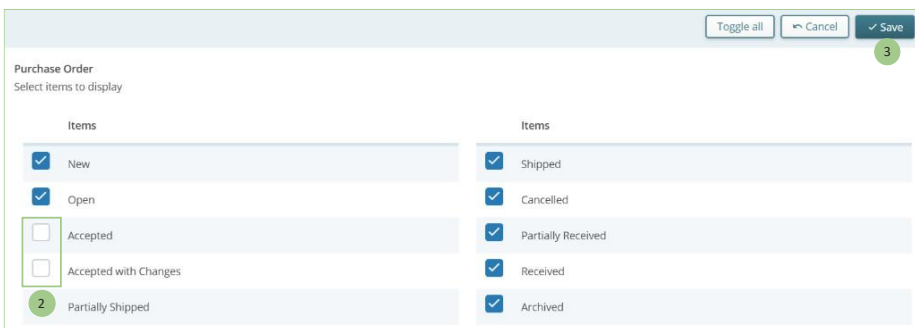
Remove Exceptions/States from Cards

To remove (hide) Exceptions or States from a card:

1. On a card, click the **three vertical dots icon**, and select **Edit**.



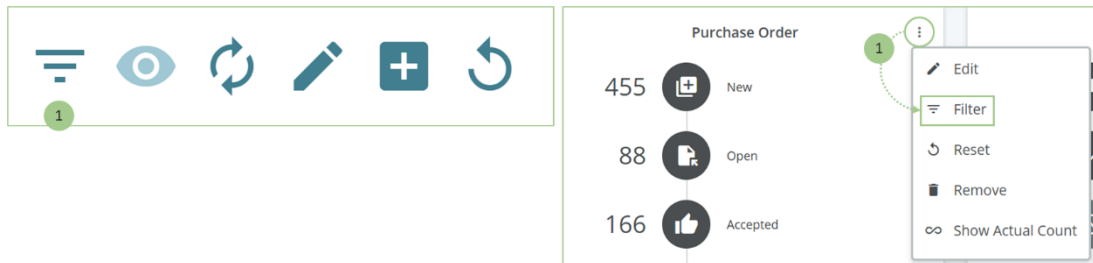
2. Un-check the **box** of Exception or Business Object State that you want to remove. You can select multiple checkboxes.
3. Click **Save**.



4. To add a removed Exception/Business Object State back to the card, follow the above steps, and check the box that you need to add back.

Filter for Exceptions and Objects Summary Counts

1. Click on the **Click to set filters icon** at the top right corner of the page or click the **three vertical dots icon** on the card you want to filter for the business object counts and select **Filter** to open the filter settings modal.



2. Under **Object Level Filters** you can apply filters at the Object level.
3. Under **Card Level Filters** you can apply filters at the card level.

3. To create a filter, click the **pen icon**.

a. If you already have existing filters, click the **drop-down menu** next to the pen icon and select **Create new filter**.

Update Filters

Object Level Filters Card Level Filters

Filters applied at Object Level

● Filters apply to all the cards within the Object (Model Subtype). To filter at the Card Level, use the Card Level Filters tab. The Card Level filter takes precedence over the Object Level filter when both are applied to the same card.

Create/Update Filter	Select Filter	Model Subtype
3		Collabs
		Goods Receipt
		Group Discussion
		Purchase Order
		Shipment

Create/Update Filter	Select Filter	Model Subtype
a		Collabs
		Goods Receipt
		Group Discussion
		Purchase Order
		Shipment

Callout menu options: Create new filter, Update filter, Delete selected filter

b. On the search page, enter your **filter criteria**.

c. Enter a **name** for the filter and click **Save**.

Manage Filter Criteria (Create new filter criteria)

Search Tip: Set the filter criteria for the problems shown in the page.

Supplier ID

Flex Company ID

Flex Item No

Customer Site

Problem Severity High Medium Low

Group By 1:

Supplier Name

Flex Company Name

Flex Item Description

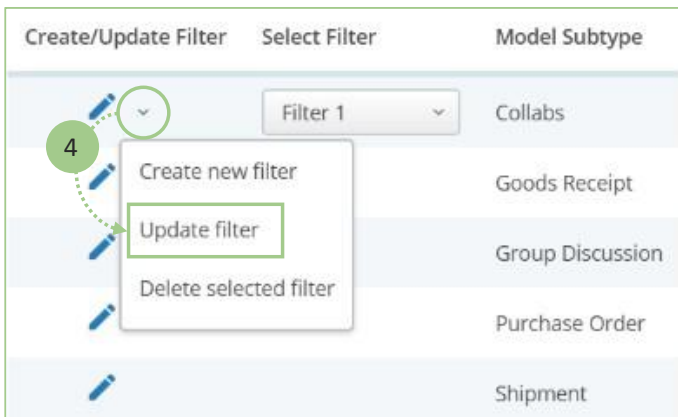
Customer Site Description

Filter Problems

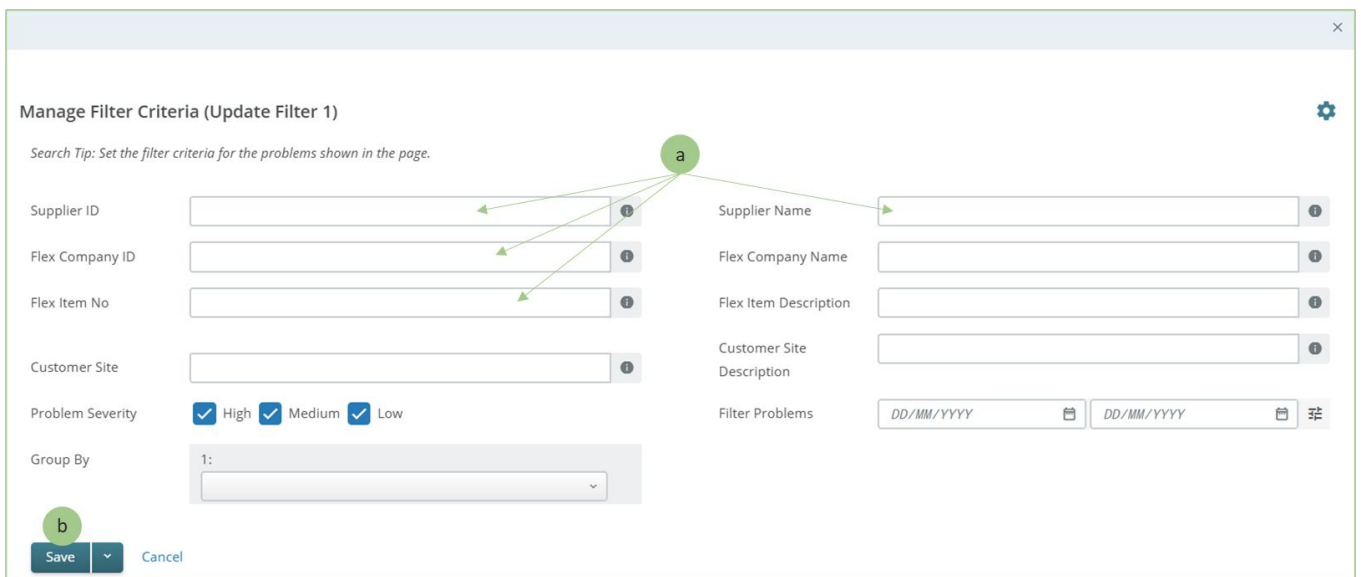
Filter 2 Save Cancel

Tip: other navigation features on this page are the same as for any other *Search* page. To learn more, go to: [Search and Filter in the Application](#).

4. To update an existing filter, click on the **drop-down menu** next to the pen icon and select **Update filter**.

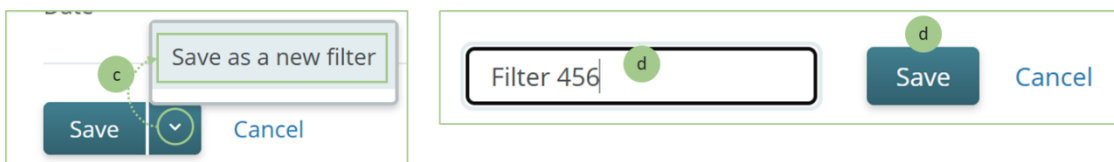


- a. On the search page, modify your **filter criteria**.
- b. Click **Save**.

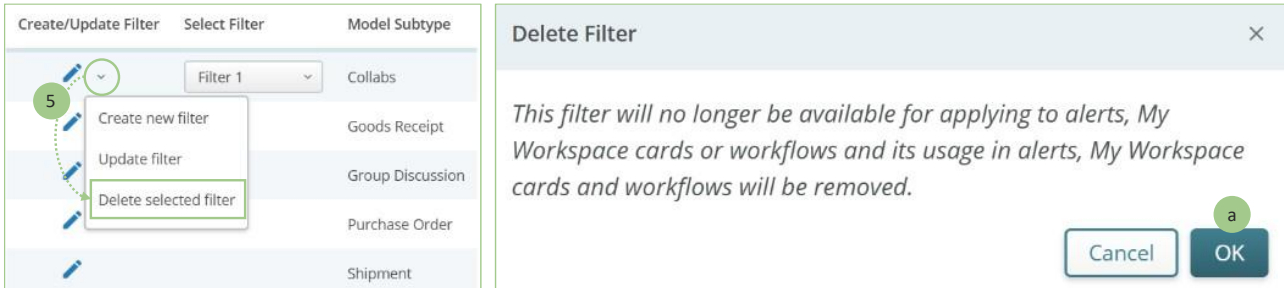


Tip: other navigation features on this page are the same as for any other *Search* page. To learn more, go to: [Search and Filter in the Application](#).

- c. To save the filter with a different name, click the **split button** and select **Save as a new filter**.
- d. Enter the **name** for the filter and click **Save**.



5. To delete an existing filter, click on the **drop-down menu** next to the pen icon and select **Delete selected filter**.
 - a. A modal about filter removal is displayed. Click **OK** to delete. The delete action will remove the filter from all workflows, alerts, and My Workspace cards.



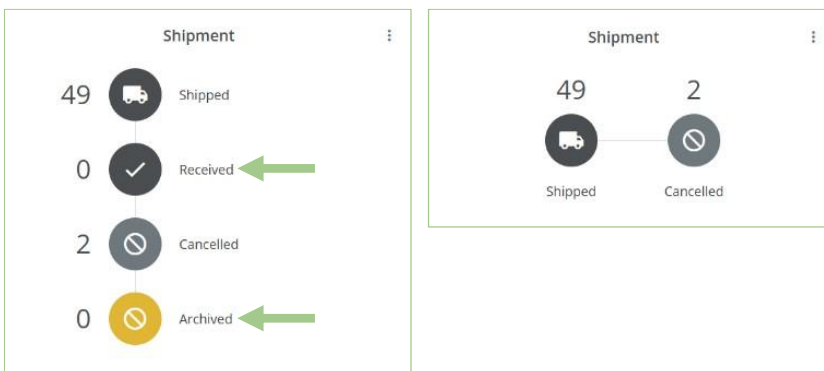
Show/Hide zero values in My Workspace

To show or hide zero values in My Workspace:

1. At the top right corner of the page, click the **Hide/Show zero values icon** (Eye icon).



Example: zero values shown vs. hidden:

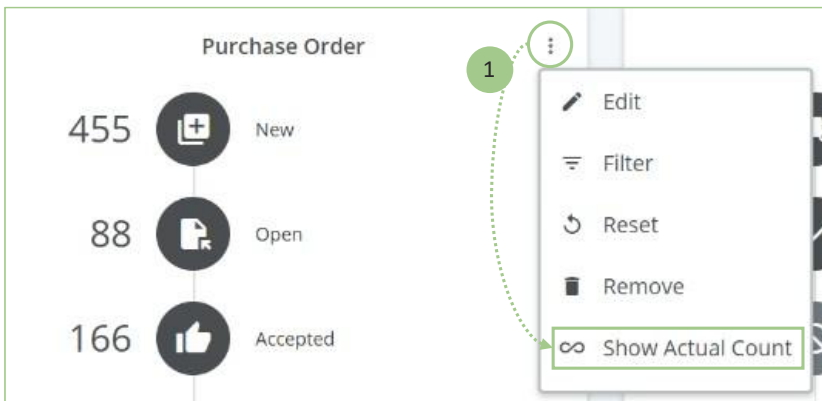


View the Actual Count

When the count limit is exceeded, the state count in Summary cards is capped to the count limit and Users are not aware of the actual count of the Objects in that State. The count limit is denoted by a "+" sign, e.g., 5000+. Users can disable the count limit using the menu option in the card drop-down menu and view the actual count of the Objects in each State.

To show the actual count of Objects on a card:

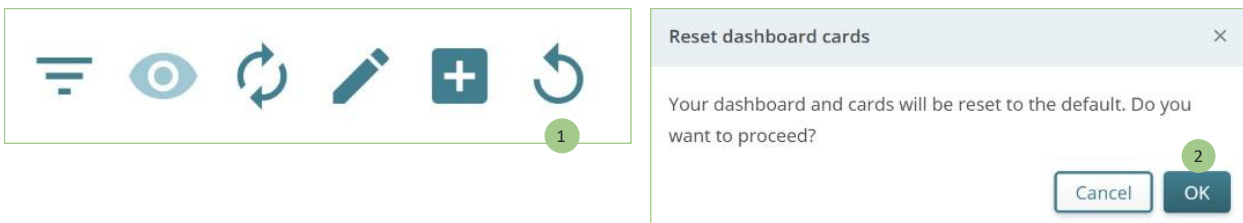
1. On a card, click the **three vertical dots icon**, and select **Show Actual Count**.
Note: The actual count is not clickable.



Reset to Default Settings

To reset to the default settings in My Workspace:

1. At the top right corner of the page, click the **Reset** icon. A confirmation message appears.
2. Click **OK**.



To reset to the default settings on a single card:

1. On a card, click the **three vertical dots icon**, and select **Reset**.

