



E2open Supplier UI User guide Overview

Agenda

1. Introduction & Objectives
2. Accessing the Application
3. Platform Overview & Navigation
4. Purchase Order Collaboration
5. Shipment (ASN) Management
6. Forecast & Inventory Collaboration
7. Exceptions & Email Alerts

1. Introduction & Objectives

Flex's transition from the Flex Supplier Portal (FSP) and Email PO (ePO) to **e2open** platform for procure-to-receipt collaboration for direct materials. Also, this is an additional feature to EDI, if user prefer they can use E2Open in addition to EDI for Procure to receipt transactions.

Pilot sites

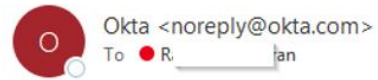
- Suzhou, China (Site 2011)
- Timisoara, Romania (Site 205)
- Guadalajara North, Mexico (Site 391)

Session Objective: To enable suppliers to review Purchase order, Forecast & ASN for EDI only suppliers


2. Accessing the Application

- Open the Okta Welcome email sent from **noreply@okta.com**
- Click on the activation link provided in the email and follow the on-screen instructions to set up your password and activate your user account.

Welcome to Flex Portal!



Retention Policy | Inbox - 6 Months (6 months)

 If there are problems with how this message is displayed, click here to view it in a web browser.



Welcome to Okta!

Hi rajesh,

Flex is using OKTA, an identity management tool, to manage web applications. This means you can conveniently access all the applications you normally use through a single secure home page.

Your system administrator has created an Okta user account for you. Click the following link to activate your Okta account.

[Activate Okta Account](#)

This link expires in 30 days.

Once the account is activated above activation link won't work anymore. Please use the organization's sign-in page to login to Okta.

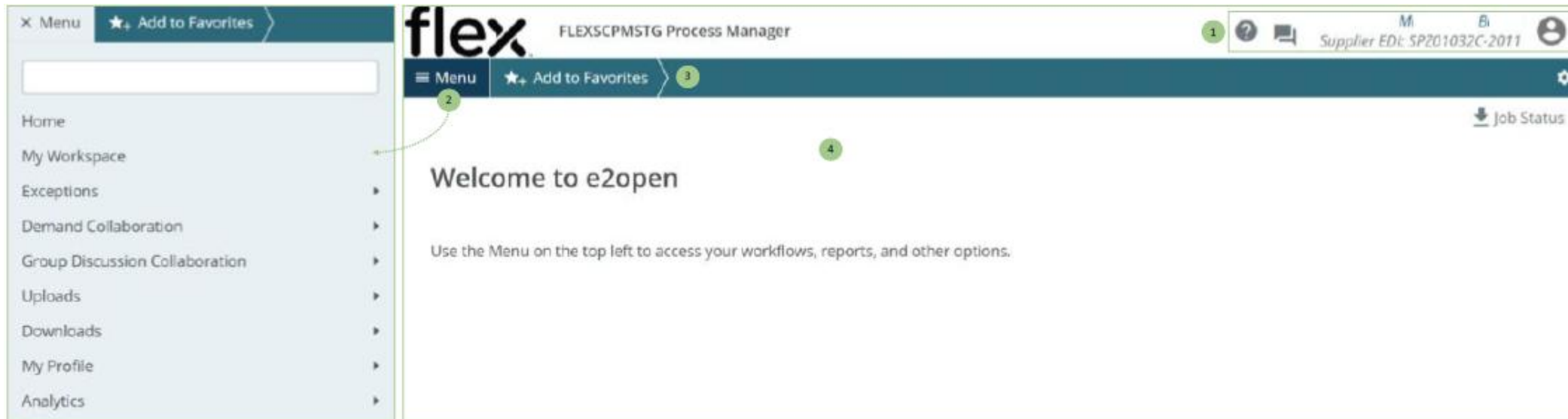
Note: Users who already have Okta access can directly access the application by clicking the E2Open Web access link - https://flexprocurement.e2open.com/flexscprod_sc/e2sc/home.do and logging in using their existing Okta credentials

3. Platform overview & Navigation

System Display

The system display is divided into the following sections:

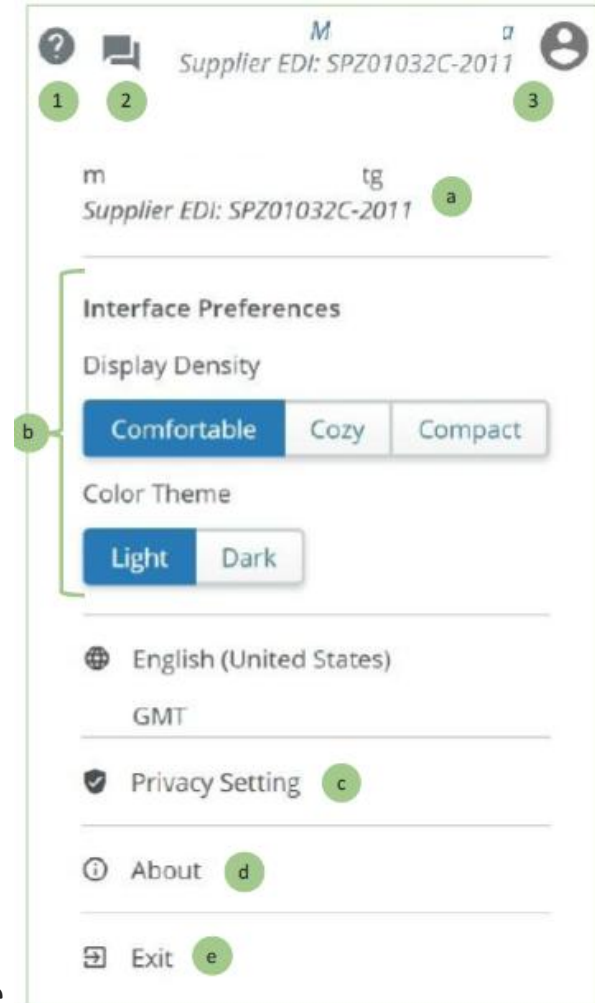
1. **Header:** Help icon, Discussions icon, My Profile.
2. **Menu:** access to submenus and workflows configured in your e2open application.
3. **Favorites Bar:** gives you quick access to the bookmarked pages.
4. **Page Display:** page displayed when a workflow is selected.



Header

In the Header section you can see the following options:

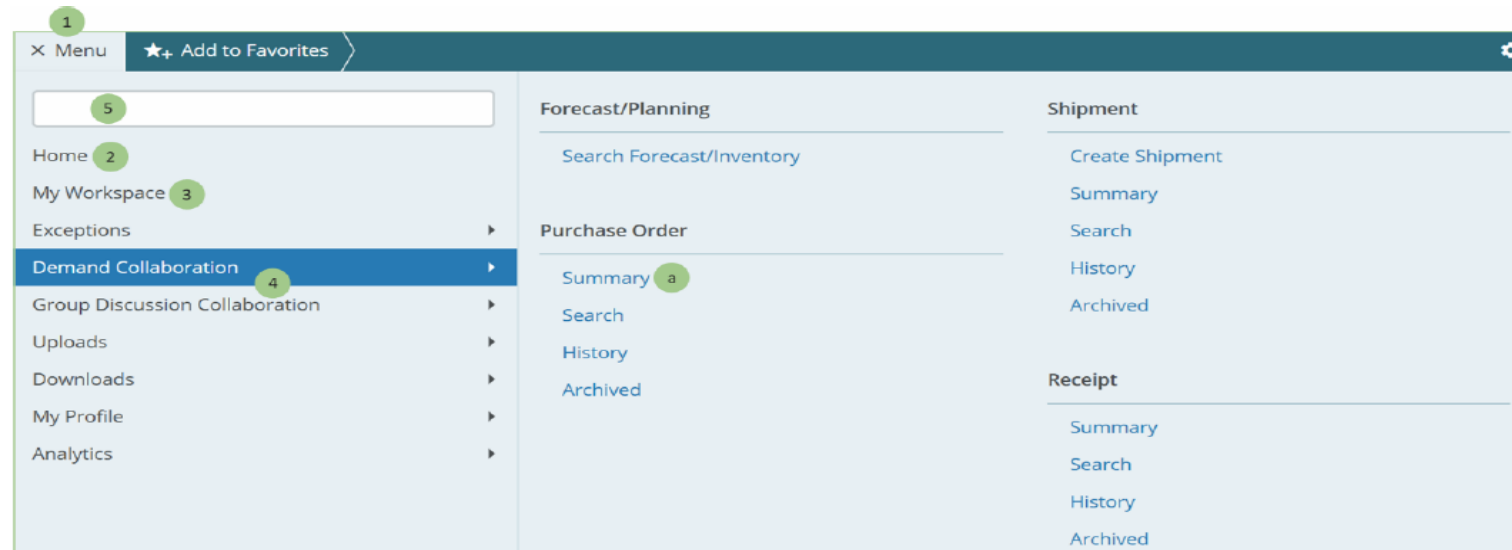
1. Online Help Icon: click the **Help Menu icon** to access the application's online help.
2. Discussions Icon: click the **Discussions icon** to access the discussions you watch.
3. My Profile: click the **My Profile icon** to access the profile settings:
 - a. **Username and currently used role.**
 - 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.

- 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.



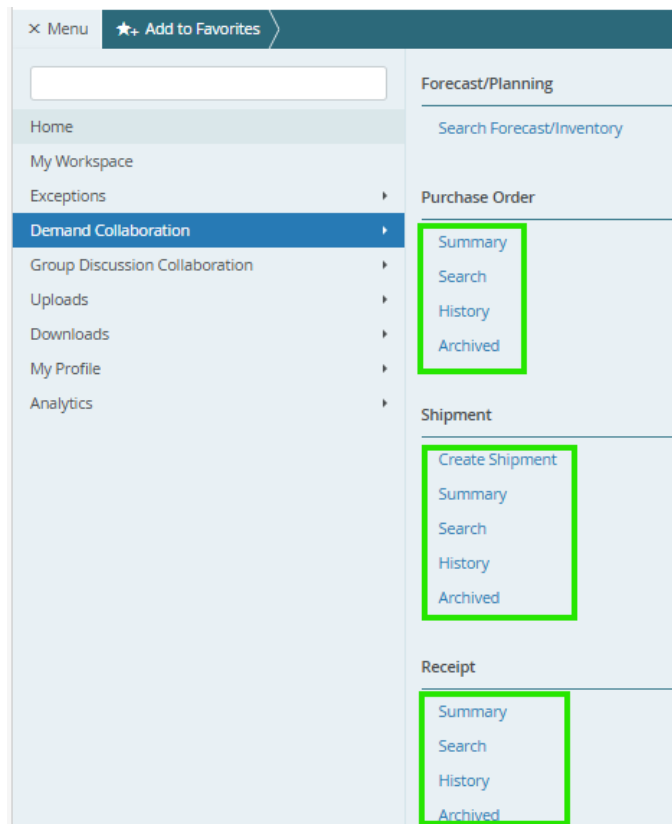
To access a menu item:

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., *Supply Collaboration*).
5. Alternatively, use **Search** to easily look for the screens you desire.

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.



4. 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.

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:

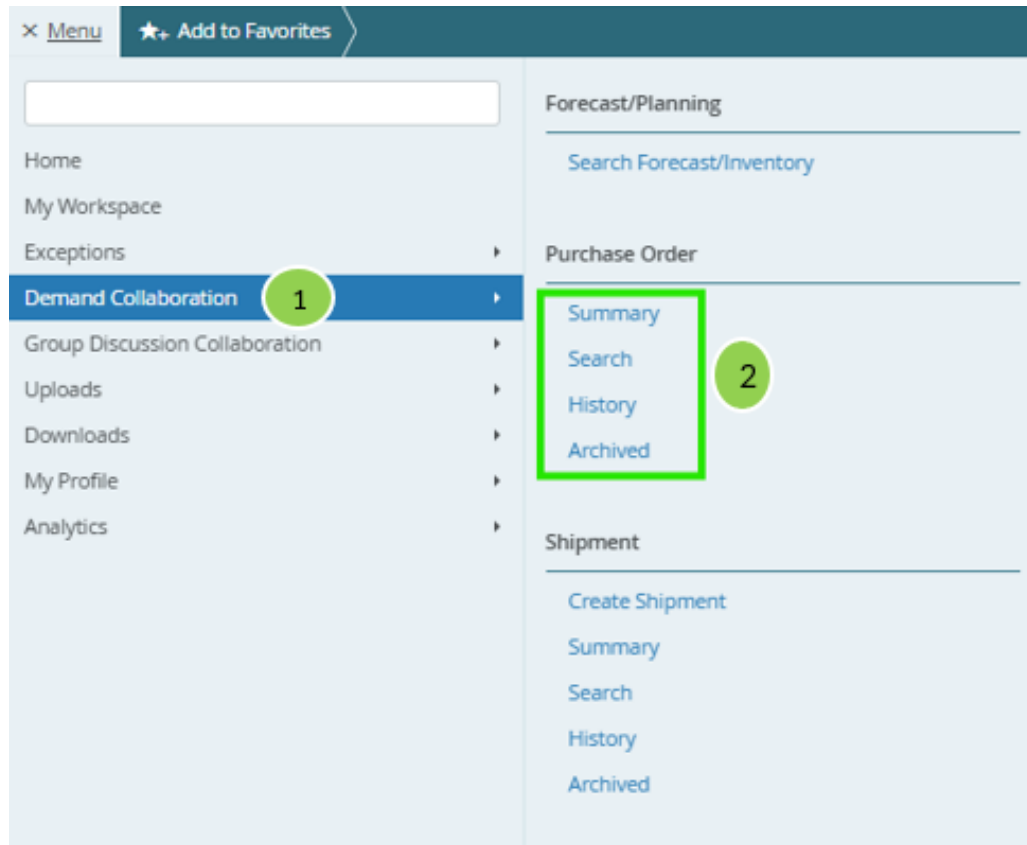
- Accept the Order as-is,
- Accept with Changes to Promise Date, Quantity, Price, and/or MPN in response to the Flex’s Request Date, Quantity, Price, and/or MPN,
- Split the lines into multiple promises,
- Request for cancellation by changing the Promise Quantity to 0.

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.

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**.





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**.
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.
 - 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.

Purchase Order: 39U210925 - 391 / SP0018789

Open / Last Modified: 04/21/26:03:04:24   

PO Creation Date 23/03/2026	Purchase Order No. 39U210925 (0)	PO State Open	Flex Company name Flextronics International Europe B.V
Flex Company ID 391	Supplier Name [REDACTED] COMPANY	Supplier ID SP0018789	Buyer Email --
Buyer Name Aishwarya L	Order Method FULL LT	Item Category NORMAL	Consignment Packing Slip No --
Consignment Replenishment Order --	Incoterm Description Free Carrier	Incoterm FCA	Country of Origin MX
Payment Terms Net 30 Days	Named Place Free Carrier	Header Notes to Supplier None	Customer Part No. 16-101275-01
Supply Time	Supplier Address --	Ship To Site 391	Ship To 391700 
Bill To 391 			

Purchase Order Schedules Page 1 of 1; 1 Records, 1 Selected

State: All (1)   

<input checked="" type="checkbox"/>	PO Line No.	PO Line State	PO Status	Flex Item No.	Item Description	PO Revision No.	Base Line No.	PO Creation Date	Item Revision	Exception Reference	Previous Order Quantity	Request Quantity
<input checked="" type="checkbox"/>	10 (0)	Open	Open	CIS-16-101275-01	IC-FPGA,XCVU3P-2.0,FCBGA,1517	1		23/03/2026	-A0		105	

Accept | Edit Promises | Create Shipment | View History | Reset

< > Records per page 20

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*.
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.

The screenshot shows the 'Purchase Order Schedules' interface. The breadcrumb trail is: Demand Collaboration > Purchase Order > Purchase Order Summary > Purchase Order List. Below the breadcrumb is a search bar labeled 'Search Purchase Orders'. The main content area shows a table with the following columns: Purchase Order No., PO Line No., PO Line State, Request Quantity, Promise Quantity, Requested Ship Date, Promised Ship Date, Requested Delivery Date, Promised Delivery D, Price, Promised Price, Manufacturer Part No., and Promised Manufacturer Part No. The table contains one record with the following values: PO-DEVEDMO2-STG-004 (0), 10 (0), New, 1,000, 1,000, 20/02/2026, 20/02/2026, 23/02/2026, 23/02/2026, 0.89, 0.89, MPN20260507, and MPN20260507. The Promise Quantity, Promised Ship Date, Promised Delivery D, and Promised Price columns are highlighted with green circles labeled a, b, c, and d respectively. The Promised Manufacturer Part No. column is highlighted with a green circle labeled e. Below the table are buttons for 'Accept', 'Edit Promises', 'Create Shipment', 'View History', and 'Reset'. At the bottom right, there are navigation arrows and a 'Record' label.

Purchase Order No.	PO Line No.	PO Line State	Request Quantity	Promise Quantity	Requested Ship Date	Promised Ship Date	Requested Delivery Date	Promised Delivery D	Price	Promised Price	Manufacturer Part No.	Promised Manufacturer Part No.
PO-DEVEDMO2-STG-004 (0)	10 (0)	New	1,000	1,000	20/02/2026	20/02/2026	23/02/2026	23/02/2026	0.89	0.89	MPN20260507	MPN20260507

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, which then transitions to “Pending Approval” 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**.

The screenshot shows the 'Purchase Order Schedules' interface. The breadcrumb navigation includes 'Demand Collaboration', 'Purchase Order', 'Purchase Order Search', and 'Purchase Order List'. A search bar is present at the top. The main table has the following columns: Purchase Order No., PO Line No., PO Line State, Supplier, Supplier Notes to Buyer, Supplier SO No., Supplier SO Rev, Supplier SO Position No., Buyer Name, Buyer Email, and Item C. A single record is displayed with PO No. 39U210822 (0) and PO Line No. 10 (0). The 'Supplier Notes to Buyer' field contains a 'Create' button. Below the table, there are buttons for 'Accept', 'Edit Promises', 'Create Shipment', 'View History', and 'Reset'. The 'Accept' button is highlighted with a green circle containing the number '4'. Above the table, four green circles labeled 'a', 'b', 'c', and 'd' correspond to the Promise fields.

Split into Multiple Promises

To split a Purchase Order Schedule into multiple promises:

1. Navigate to a *Purchase Order 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**.

Home > Demand Collaboration > Purchase Order > Purchase Order Search > Purchase Order List

Search Purchase Orders

Purchase Order Schedules Page 1 of 1; 1 Records, 1 Selected

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Purchase Order No. 1	PO Line No. 2	PO Line State	PO Status	Flex Company ID	Flex Company name
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3911210822 (0)	10 (0)	New	New	391	Flextronics International Europe B.V

Accept Edit Promises Create Shipment View History Reset

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

Purchase Order Schedules

** Denotes required field.*

PO Creation Date 27/01/2026	Purchase Order No. PO-DEVDEMO2-STG-004	PO State New	Flex Company name Flextronics Electronics Technology (Suzhou) Co Ltd
Flex Company ID 2011	Supplier Name S	Supplier ID SP201032C	Buyer Email R .com
Buyer Name F	Order Method FULL LT	Item Category NORMAL	Consignment Packing Slip No --
Consignment Replenishment Order --	Incoterm Description DDP SUZHOU, CN	Incoterm DDP	Country of Origin CN
Payment Terms EOM +60 days 1st Thursday	Named Place --	Header Notes to Supplier View	Customer Part No. --
Supply Time	Supplier Address --	Ship To Site 2011	Ship To Flextronics Electronics Technology (Suzhou) Co Ltd
Bill To --	Manufacturer MC8275	Previous Order Quantity	

Purchase Order Schedules

	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	Shipped Quantity
<input type="checkbox"/>	1,000	ETA	20/02/2026	MPN20260507	MPN20260507	0.89	0.89	500	07/05/2026	EA	0
<input checked="" type="checkbox"/>					MPN20260507		0.89	300	14/05/2026		
<input checked="" type="checkbox"/>					MPN20260507		0.89	200	21/05/2026		
<input type="checkbox"/>									DD/MM/YYYY		
<input type="checkbox"/>									DD/MM/YYYY		
<input type="checkbox"/>									DD/MM/YYYY		
<input type="checkbox"/>									DD/MM/YYYY		

Save Cancel

Request for Cancellation

To request for a cancellation of Purchase Order Schedule:

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

Home > Demand Collaboration > Purchase Order > Purchase Order Search > Purchase Order List

Search Purchase Orders

Purchase Order Schedules Page 1 of 1; 1 Records, 1 Selected




<input checked="" type="checkbox"/>	<input type="checkbox"/>	Purchase Order No. <small>1</small>	PO Line No. <small>2</small>	PO Line State	Request Quantity	Promise Quantity	Reason Code Quantity
<input checked="" type="checkbox"/>	<input type="checkbox"/>	39U210822 (0)	10 (0)	New	40	<input type="text" value="0"/>	


Accept | **Edit Promises** | **Create Shipment** | |

Print PO PDF download

Click on the **printer icon** to download a pdf file with Purchase Order details.

Home > Demand Collaboration > Purchase Order > Purchase Order Summary > Purchase Order List > Details Job Status

⊖ Purchase Order: 111947993 - 2011 / SPZU03262 New / Last Modified: 03/31/26:02:21:00   

PO Creation Date	Purchase Order No.	PO State
16/03/2026	111947993 (0) 	New
Flex Company name	Flex Company ID	Supplier Name
Flextronics Electronics Technology	2011	<input type="text" value="..."/> O.,LTD
Supplier ID	Buyer Email	Buyer Name
SPZU03262	<input type="text" value="..."/> ex.com	<input type="text" value="..."/> KUMAR
Order Method	Item Category	Consignment Packing Slip No
FULL LT	NORMAL	--
Consignment Replenishment Order	Incoterm Description	Incoterm
--	DAP SUZHOU, CN	DAP
Country of Origin	Payment Terms	Named Place

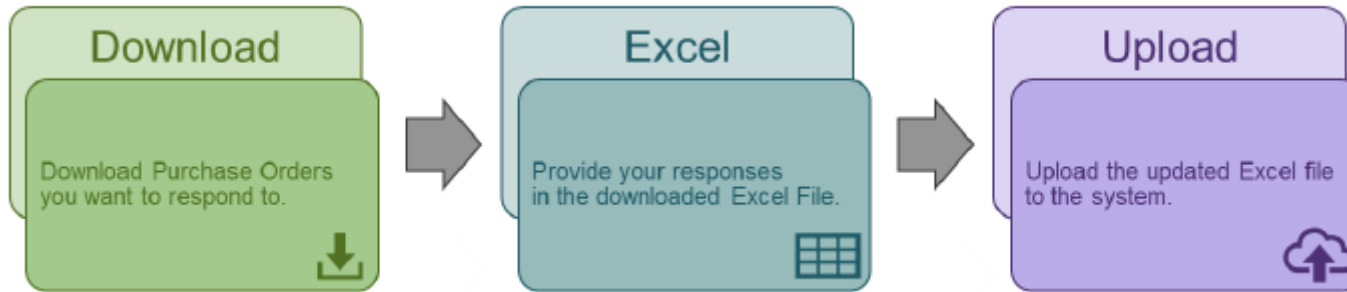
Purchase Order States and Statuses

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.

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

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

The screenshot shows a web interface with a dark teal header containing a 'Menu' icon and 'Add to Favorites'. Below the header is a breadcrumb trail: Home > Downloads > Demand Download > Search Purchase Order > Download Purchase Order. The main content area is titled 'Select Document Type' and features a light blue box with 'Document Type' and 'Purchase Order Download' selected. Below this is a 'Comments' text area. At the bottom left, there is a dark teal 'Next' button.

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.

The image shows an Excel spreadsheet with columns labeled A through L and rows numbered 1 through 12. A green bracket labeled 'a' spans across the top of the spreadsheet, indicating the columns. A green circle labeled 'b' points to the first three rows (rows 3, 4, and 5), indicating the rows. The data in the spreadsheet is as follows:

#0	1	2	3	4	5	6	7	8	9	10	11
**Flex Company ID	Actioned	PromiseID	*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	1	111948671	10	0		01-04-2026	New	AGIH-G3280-20030	TORCH BLOCK 2	D
2011	InsertOrUpdate	1	111948672	10	0		01-04-2026	New	GEC1H-5483043-2R4	ICE Front Panel - PSC, 3 REPs	X4-1
2011	InsertOrUpdate	1	111948673	10	0		01-04-2026	New	GEC1H-5483043-4R2	DV26 ICE Front Panel - PSC, XGP	X2-1
2011	InsertOrUpdate	1	111948674	10	0		01-04-2026	New	GEC1H-5483043-5	98CH ICE FRONT PANEL- PSC, 66CH REP	3-1
2011	InsertOrUpdate	1	111948769	10	0		06-04-2026	New	AGIH-G3280-20030	TORCH BLOCK 2	D
2011	InsertOrUpdate	1	111948770	10	0		07-04-2026	New	AGIH-G3280-20030	TORCH BLOCK 2	D
2011	InsertOrUpdate	1	111948771	10	0		06-04-2026	New	GEC1H-5483043-2R4	ICE Front Panel - PSC, 3 REPs	X4-1
2011	InsertOrUpdate	1	111948772	10	0		06-04-2026	New	GEC1H-5483043-4R2	DV26 ICE Front Panel - PSC, XGP	X2-1
2011	InsertOrUpdate	1	111948773	10	0		06-04-2026	New	GEC1H-5483043-5	98CH ICE FRONT PANEL- PSC, 66CH REP	3-1
2011	InsertOrUpdate	1	111948774	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	
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

	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



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'.

	A	B	C	D	E	F	G	H	I	J	K
1	#0	1	2	3	4	5	6	7	8	9	10
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
3	2011	Yes	1	111948671	10	0		01-04-2026	New	AGIH-G3280-20030	TORCH BLOCK 2
4	2011	Yes	1	111948671	10	0		01-04-2026	New	AGIH-G3280-20030	TORCH BLOCK 2
5	2011	Yes	1	111948671	10	0		01-04-2026	New	AGIH-G3280-20030	TORCH BLOCK 2

	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	200			01-04-2026	01-04-2026	72.39	72.39	EA	G3280-20030	G3280-20030
4	500	200			01-04-2026	06-04-2026	72.39	72.39	EA	G3280-20030	G3280-20030
5	500	100			01-04-2026	08-04-2026	72.39	72.39	EA	G3280-20030	G3280-20030

4. To request for cancellation:

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

	A	B	C	D	E	F	G	H	I	J	K	L	
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	

	N	O	U	V	W	X	Y	Z	AE	AF	
1	13	14	20	21	22	23	24	25	30	31	
2	ty	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.
3		1000	0	20-07-2026	20-07-2026	23-07-2026	23-07-2026	0.89	0.89	MPN20260507	MPN20260507
4											

Step 3: Upload

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

Menu Add to Favorites

Uploads Demand Upload Order Execution (Demand)

Select Document Type

Document Type * PO Response Upload

Drag drop file here *

Or select file

Comments

Next

5. 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 States and Statuses

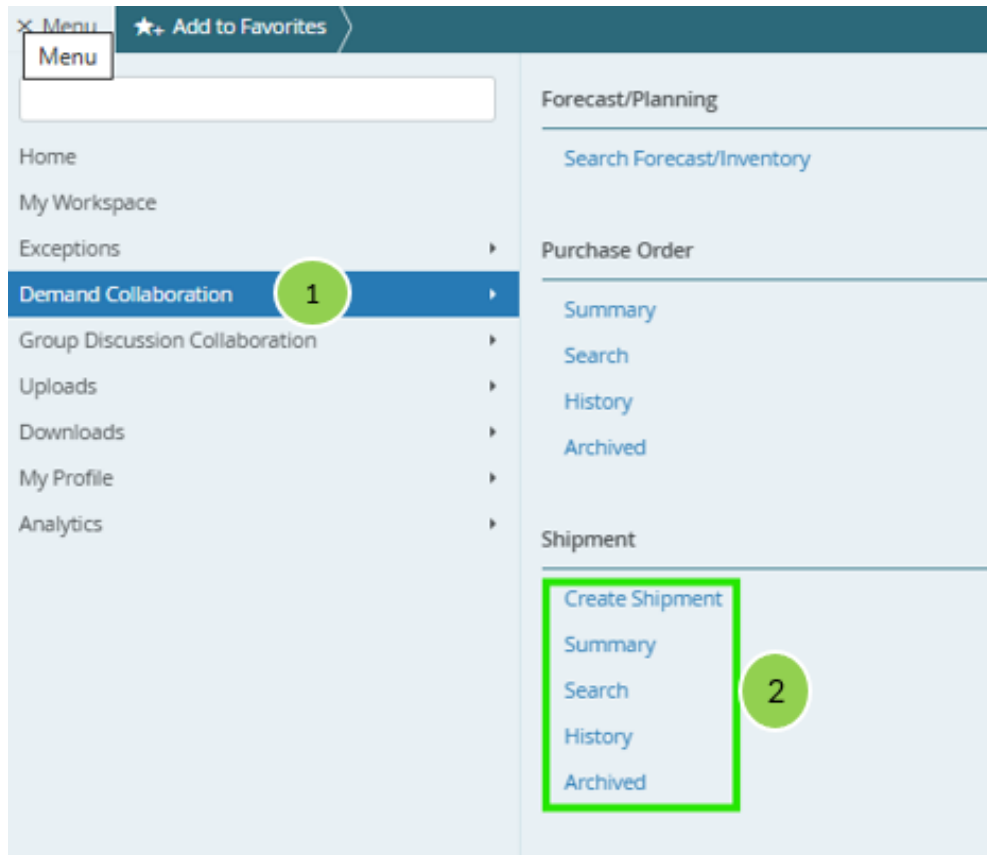
The e2open system uses a State and Status model to manage the Shipment life cycle.

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**.



Create Shipment

Create Shipments via User Interface

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**.

The screenshot shows the 'Search Purchase Orders' interface. At the top, there is a breadcrumb trail: 'Demand Collaboration > Shipment > Order Search'. Below this, the title 'Search Purchase Orders' is displayed. A 'Saved Searches' section shows 'None' with a dropdown arrow, a 'Save Search' button, and a settings gear icon. A note states: 'Filling in at least one field will return results more quickly.' The search criteria are organized into two columns. The left column includes: 'Purchase Order No.', 'Flex Company ID', 'Supplier ID' (with a value 'SP201032C' and a close button), 'Flex Item No.', 'Ship To Site', 'PO Creation Date' (with two date pickers), 'PO Line State' (with a dropdown menu showing 'New', 'Open', 'Accepted', and 'Accepted with Changes'), 'Buyer Email', 'Warehouse Code', 'Consignment Replenishment Order', and 'Customer Part No.'. The right column includes: 'PO Status', 'Flex Company name', 'Supplier Name', 'Item Description', 'Schedule Last Modified Date' (with two date pickers), 'Item Category', 'Manufacturer Part No.', 'Order Type', 'Warehouse Description', and 'Consignment Packing Slip No.'. A green circle with the number '2' is positioned above the search fields, with arrows pointing to the 'Supplier ID', 'Flex Item No.', and 'PO Status' fields. At the bottom left, a green circle with the number '3' is positioned above the 'Search' and 'Reset' buttons.

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

[Demand Collaboration](#) > [Shipment](#) > [Order Search](#) > Select Order Job Status

Search Purchase Orders

Purchase Order Schedules Page 1 of 3; 50 Records, 1 Selected

	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	Accent	2011	Flextronics Electronics Technology	SPZ01032C

4 5

Records per page

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*.
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.

The screenshot shows the 'Purchase Order List' page in a web application. The breadcrumb navigation at the top reads: Demand Collaboration > Purchase Order > Purchase Order Summary > Purchase Order List. A search bar is present with the text 'Search Purchase Orders'. Below this is a section titled 'Purchase Order Schedules' with a sub-header 'Page 1 of 1; 6 Records, 1 Selected'. A table displays the following data:

	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-DEVEDEMO2-STG-001 (0)	10 (0)	Accepted	Accept	2011	Flextronics Electronics Technology (Suzhou) Co Ltd	SPZ01032C	S

At the bottom of the table, there are several buttons: 'Accept', 'Edit Promises', 'Create Shipment' (highlighted with a green circle and the number 3), 'View History', and 'Reset'. To the right of these buttons are navigation arrows and a 'Records per page' dropdown set to 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**.

The screenshot shows the 'Create Site Shipment' page. The 'Shipment Header' section includes the following fields:

- Shipment ID: ASN1345 (0)
- Supplier ID*: SP0002019
- Ship Date(DD/MM/YYYY)*: 20/05/2026
- Packing Slip Number*
- Tracking Reference Identifier
- Ship To: 3911101
- Flex Company ID: 391
- Supplier Name: [Redacted]
- Estimated Arrival Date (DD/MM/YYYY): 20/04/2026
- Shipment Transportation Mode
- Carrier
- Flex Company Name: Flextronics International Europe B.V.
- Shipment Net Weight: 0
- Tracking Reference Number (HDR)

The 'Shipment Line Items' section contains a table with the following data:

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/)
1 (0)	39U211289	10		QSC-CA-000346-01	CAP0.0016uF,5PCT,25.0VDC,CER	10,000	10,000	EA	ETA	20/04/2026

At the bottom of the page, there are two buttons: 'Create Shipment' and 'Undo'.

6. Forecast/Inventory Collaboration Overview

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

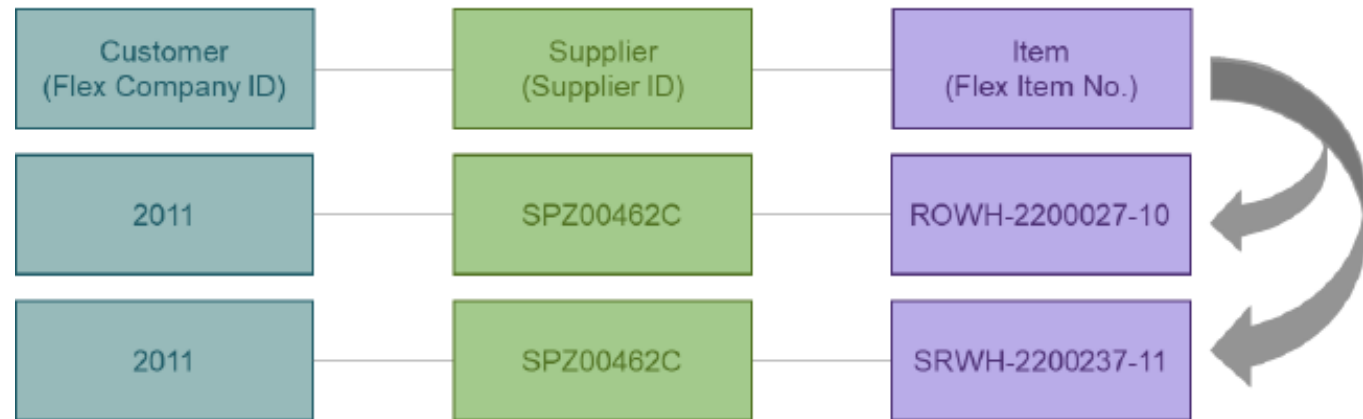
The e2open system flags the missing commit exception, which allows the Users to narrow down the Collaborations that need additional review.

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.



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' interface. At the top, there is a breadcrumb trail: 'Supply 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', a 'Save Search' button, and a settings gear icon. 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: Flex Company ID, Flex Item No, Supplier ID, and Item Category on the left; Flex Company Name, Flex Item Description, and Supplier Name on the right. At the bottom left, there are 'Search' and 'Reset' buttons. Green callouts are present: a circle with '2' is positioned above the 'Supplier Name' field with arrows pointing to it from the 'Flex Item No', 'Supplier ID', and 'Item Category' fields; a circle with '3' is above the 'Search' button; and a circle with '4' is above the 'Reset' button.

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.
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:
 - Export** to export list page records to a .tsv file,
 - 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.

Search

Saved Searches: None [dropdown] [edit icon] [Save Search]

Collaboration Selector Page 1 of 1 ; 7 Records

		Flex Company ID	Flex Company Name	Flex Item No	Flex Item Description	Supplier ID	Supplier Name	
	<input type="checkbox"/>	2011	Flextronics Electronics Technology	ROWH-2200027-10	Description of ROWH-2200027-10	SP201032C		
	<input checked="" type="checkbox"/>	2011	Flextronics Electronics Technology	NS-SP201032C-15	Description of NS-SP201032C-15	SP201032C		
	<input checked="" type="checkbox"/>	2011	Flextronics Electronics Technology	NS-SP201032C-14	Description of NS-SP201032C-14	SP201032C		
	<input checked="" type="checkbox"/>	2011	Flextronics Electronics Technology	NS-SP201032C-13	Description of NS-SP201032C-13	SP201032C		
	<input type="checkbox"/>	2011	Flextronics Electronics Technology	NS-SP201032C-12	Description of NS-SP201032C-12	SP201032C		
	<input type="checkbox"/>	2011	Flextronics Electronics Technology	NS-SP201032C-11	Description of NS-SP201032C-11	SP201032C		
	<input type="checkbox"/>	2011	Flextronics Electronics Technology	ITL5G-A36096-130	CAPC,XSR,0402,1.00UF,25.00V,+/-	SP201032C		

[Export] [File Download]

[Demand Inventory Overview] [View] [7] [4] [5] [Records Per Page: 25]

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, there is a search filter panel with the following fields:

- Flex Company ID
- Flex Company Name
- Flex Item No
- Flex Item Description
- Supplier ID (with a dropdown menu showing 'SPT000003')
- Sup. (with a dropdown menu showing 'SPT000003')

Red circles with numbers 1 and 2 highlight the filter icon and the search button, respectively. The main area shows a table with columns for dates (30/08/2026, 06/09/2026, 13/09/2026, 20/09/2026, 27/09/2026, 04/10/2026, 11/10/2026, 18/10/2026, 25/10) and a Total column. The table is divided into two sections for different suppliers:

	30/08/2026	06/09/2026	13/09/2026	20/09/2026	27/09/2026	04/10/2026	11/10/2026	18/10/2026	25/10	Total
Supplier 1: SPT000003 // IBM-77P9059 // 391										
Forecast									20,000	28,422
Previous Period Forecast										0
Supplier Commit									15,000	31,310
Previous Period Supplier Commit										0
Flex Inventory										
Supplier Inventory										
Excess Shortage Commit								-20,000	15,000	
Supplier 2: SPT000003 // IBM-78P2349 // 391										
Forecast										20,000
Previous Period Forecast										0
Supplier Commit									12,000	34,252
Previous Period Supplier Commit										0
Flex Inventory										
Supplier Inventory										
Excess Shortage Commit									12,000	1



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.
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

<input type="checkbox"/>	Details	Demand Inventory Overview	Past Due	Default - 31/03/2026
<input type="checkbox"/>	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		ITL5G-A36096-130	CAPC,X5R,0402,1.00UF,;

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
<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					
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

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.
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**.

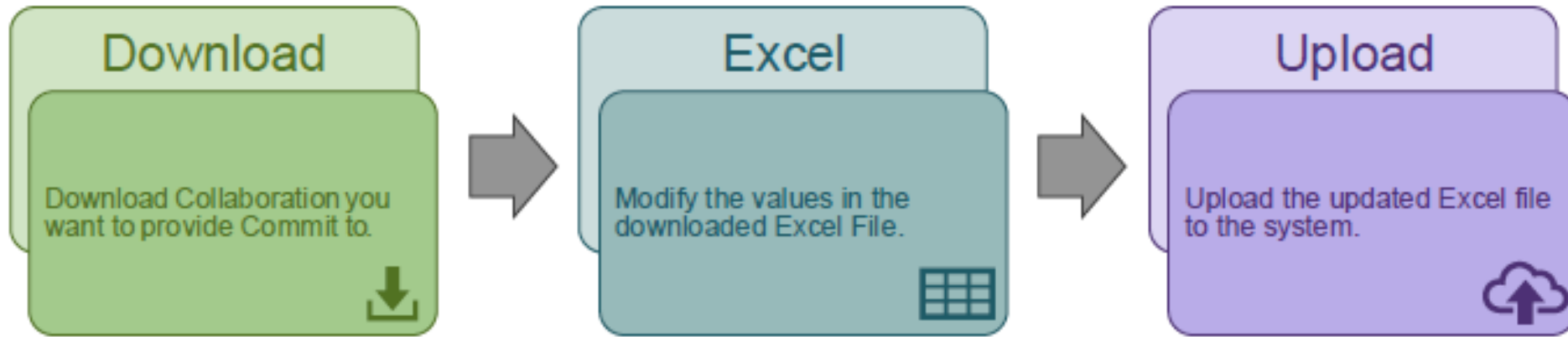
The screenshot shows the 'Multi-Collab View' interface with a 'Copy PITs' dialog box open. The dialog box has the following fields and options:

- 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 interface shows a table with columns for dates and a 'Total' column. The 'Total' column has values 0, 0, 250, and 0. The 'Copy PITs' window is titled 'Copy PITs' and has a close button (X) in the top right corner.

Provide Supplier Commit via Excel

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



Step 1: Download

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

Step 2: Excel

Open the downloaded Excel file from your local drive.

- The Excel **columns** represent the User Interface fields.
- Each **row** contains information about Collaboration-Time Bucket.
- 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.

- Columns **in blue and with asterisk (*)** are mandatory.
- 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.

	A	B	C	D	E	F	G	H	I	J	K	L
1	#0	1	2	3	4	5	6	7	8	9	10	11
2	#*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
3	2011	SRWH-2200237-11			ConsumptionCommit		19-01-2026	331	331			100
4	2011	ROWH-2200027-10			ConsumptionCommit		19-01-2026	1223	1223			200

Step 3: Upload

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

7. Exceptions and Email Alerts

Exceptions Overview

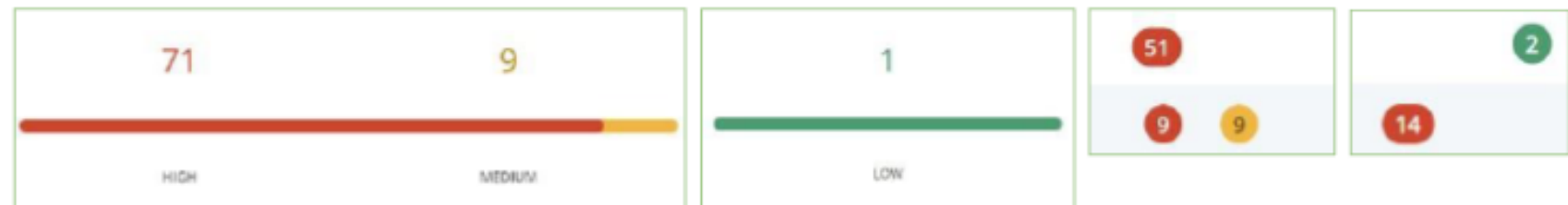
The system has predefined business rules associated with processes. If the business rules are violated, the system generates an exception to alert Users of a potential problem.

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

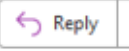
Purchase Order - New Purchase Order Alert, Purchase Order - Missing Purchase Order Response Alert, ASN - Missing ASN Alert, Forecast-Forecast Alert

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.

New Purchase Order Alert[staging] **1**



i This message was sent with High importance.
If there are problems with how this message is displayed, click here to view it in a web browser.



1 New Purchase Order Alert

Flex Site- 391 BP- SP0018789

This email is to inform you that a new Purchase Order has been submitted and requires your attention.

You may respond for the PO lines through EDI or using our [Portal](#). **2**

2

Category	Total
New Purchase Order Alert	8

This email was sent from an automated source. Please do not reply to this message as all replies are automatically deleted.

All transactions for the purchase of goods are subject to the Standard Terms and Conditions of Purchase of Flex (available at <https://flex.com/downloads/standard-terms-and-conditions-of-purchase>), unless provisions of any written agreements apply to the respective transactions

For inquiries, please contact Flex Buyer on the Purchase Order.

Need Help on how to use Portal [Click here](#) to access the training material.

