



# E2open 供应商界面用户指南

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## 1. 简介与目标

Flex 正从 Flex 供应商平台 ( FSP) 和邮件采购订单 ( ePO) 迁移至 **e2open** —— 我们用于直接物料从采购到收货协同的平台。另外，这是对 EDI 的补充功能：如果用户愿意，除了使用 EDI 处理采购到收货交易外，也可以同时使用 E2open。

### 试点 sites

- 中国苏州 Suzhou, China (Site 2011)
- 罗马尼亚蒂米什瓦拉 Timisoara, Romania (Site 205)
- 墨西哥瓜达拉哈拉 Guadalajara, Mexico (Site 391)

**培训目标：**帮助供应商掌握如何查看采购订单、预测和发货 ( ASN) 。

## 2. 应用访问

- 打开由 noreply@okta.com 发送的 Okta 欢迎邮件。
- 点击邮件中提供的激活链接，并按照屏幕上的指引设置密码并激活您的用户账户。

Welcome to Flex Portal!



Okta <noreply@okta.com>

To: R. \_\_\_\_\_@an

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.

**注意：**已拥有 Okta 访问权限的用户，可直接点击以下链接登录 E2open 应用，并使用现有 Okta 凭证登录 [https://flexprocurement.e2open.com/flexscprod\\_sc/e2sc/home.do](https://flexprocurement.e2open.com/flexscprod_sc/e2sc/home.do)

### 3. 平台概览与导航

#### 系统界面

系统界面分为以下几个部分：

1. **顶部栏**：帮助图标、讨论图标、我的个人资料。
2. **菜单**：访问在 e2open 应用程序中配置的子菜单和工作流。
3. **收藏栏**：快速访问已收藏的页面。
4. **页面显示**：选择工作流时显示的页面。



## 顶部栏

在顶部栏区域，您可以看到以下选项：

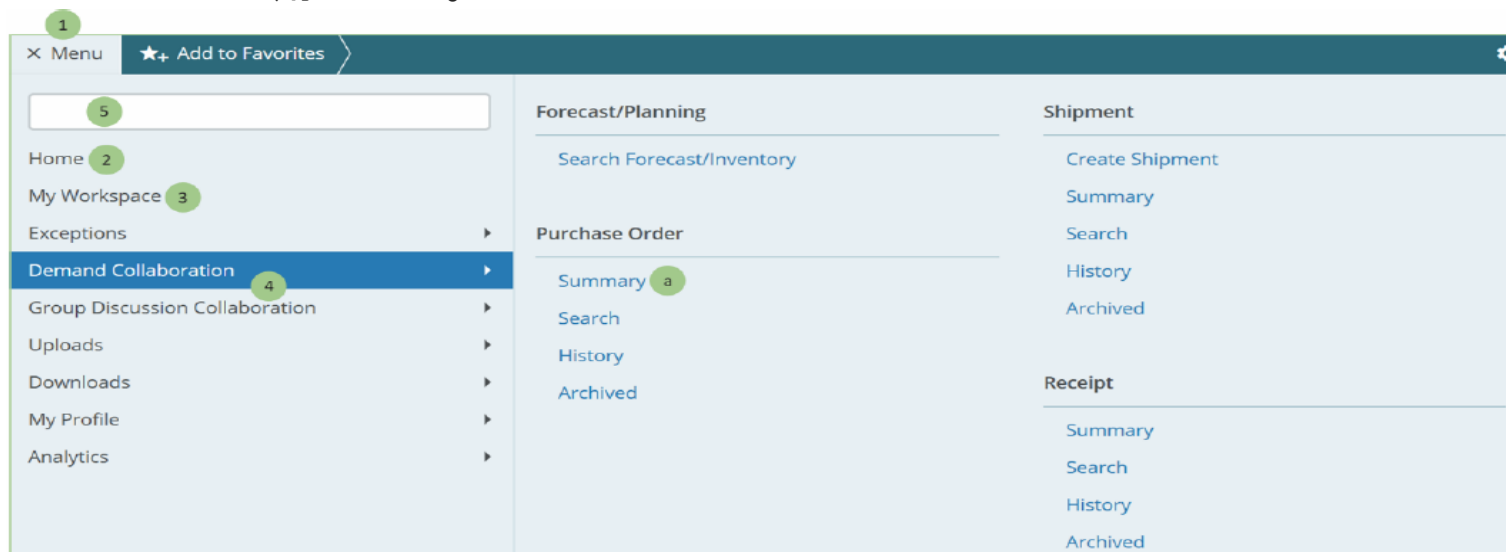
1. **在线帮助图标**：点击帮助菜单图标访问应用程序的在线帮助。
2. **讨论图标**：点击讨论图标访问您关注的讨论。
3. **我的个人资料**：点击我的个人资料图标访问个人资料设置：
  - a. **用户名和当前使用的角色**。
  - b. **界面偏好设置**：选择显示密度（舒适/紧凑/精简）和颜色主题（浅色/深色）。
  - c. **隐私设置**：点击修改 Cookie 启用设置。
  - d. **关于**：点击查看产品名称、软件版本构建号、隐私政策、可接受的使用政策和使用条款。
  - e. **退出**：点击退出应用程序。将清除您的会话并重定向回登录页面。



## 菜单

您在应用程序中的大部分操作都通过菜单进行。

- 使用菜单访问屏幕、表单、对话框、命令——所有这些都按逻辑分组在子菜单和类别中。
- 菜单包含搜索字段，可筛选菜单项以缩小数据范围并获取更简洁的结果。
- 对特定子菜单和工作流的访问取决于用户角色。



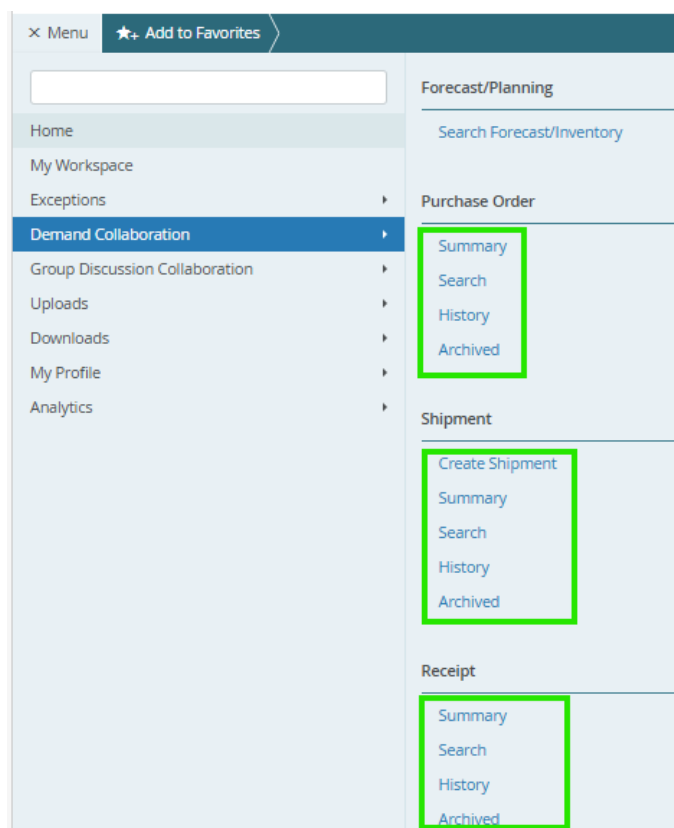
访问菜单项的方法：

1. 点击菜单展开选项并查看所有可用的子菜单。
2. 点击主页折叠菜单并返回主页。
3. 点击子菜单直接访问某个界面（例如，我的工作区）。
4. 点击带有箭头的子菜单展开视图查看类别及其关联的工作流（例如，供应协同）。
5. 或者使用搜索快速查找所需的界面。

# 导航

## 在应用程序中搜索和筛选

当您需要搜索某个对象（采购订单、发货、收货）时，可以使用以下页面：搜索、汇总、历史记录、已归档。



## 4. 采购订单协同

### 采购订单协同概述

以下流程是采购订单协同的组成部分：

- **采购订单流程**

- 使用 Flex 创建的新订单和变更订单，向供应商传达确定的物料需求，
- 供应商使用承诺回复来响应订单。

- **发货（ASN）流程**

- 使用供应商创建的发货（ASN）向 Flex 传达已发货的货物信息。

# 采购订单

## 采购订单对象概览

采购订单创建时为“新建”状态。采购订单向供应商提供 Flex 的需求信息，包括物料、收货地点、需求数量和需求日期。

供应商需要对采购订单进行响应。供应商在响应时有以下选项：

- 按原样接受订单，
- 接受但变更承诺日期、数量、价格和/或 MPN
- 将订单拆分为多个承诺，
- 通过将承诺数量更改为 0 来请求取消。

Consumption 采购订单创建时为“Open”状态、“Delivery Completed”状况。Consumption 采购订单仅需供应商接受，之后将直接转为“Received”状态。

## 采购订单的状态与状况

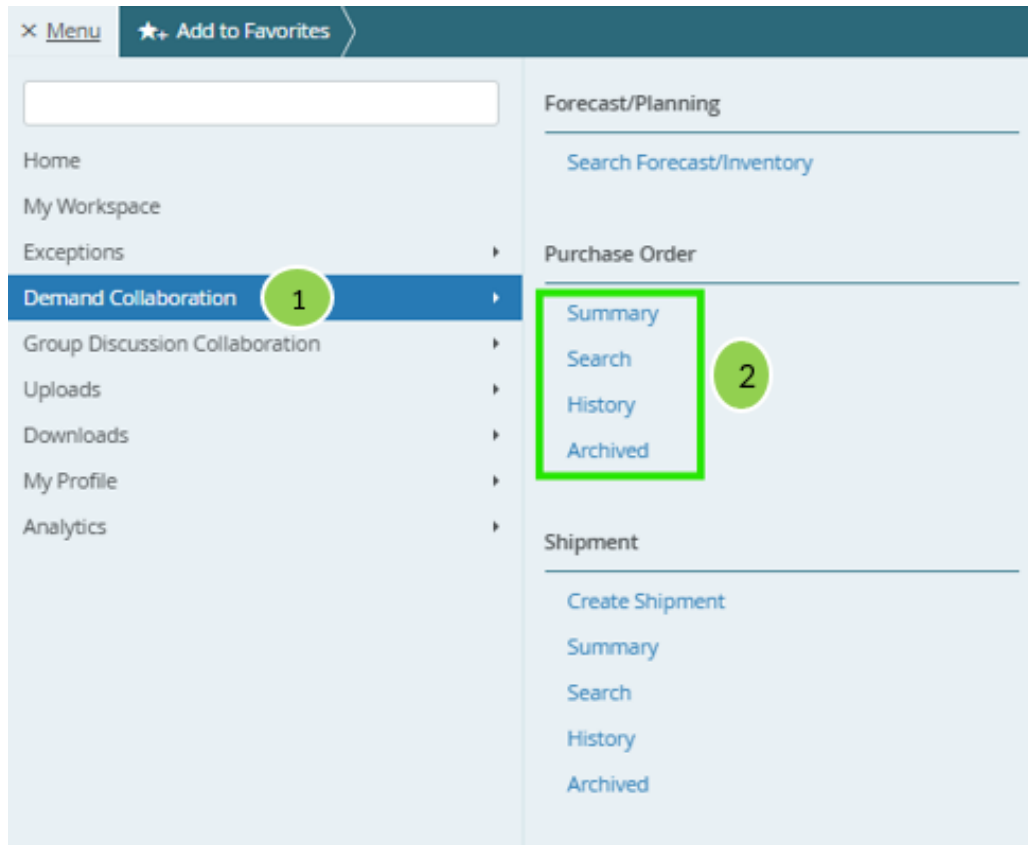
e2open 系统使用State与Status来管理采购订单的生命周期。

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.

# 查看采购订单

如何查看采购订单：

1. 导航至菜单 → **Demand Collaboration**.
2. 您可以通过访问汇总、搜索、历史记录或已归档查看采购订单信息。






## 采购订单详情页面

查看采购订单详情页面的方法：

1. 在采购订单列表页面中，点击带超链接的采购订单编号。
2. 在采购订单详情页面中：
  - a. 查看采购订单的**抬头信息**详情，
  - b. 查看采购订单的计划详情，
  - c. **点击**发货信息选项卡查看与此采购订单相关的发货详情，
  - d. **点击**收货信息选项卡查看与此采购订单相关的收货详情。
  - e. **点击**打印图标下载包含采购订单详情的 **PDF 文件**。
  - f. **点击**头部信息或计划区域中的齿轮图标，选择打开表格编辑器配置显示的字段/列。
  - g. **点击**状态下拉菜单，选择一个状态，并点击筛选按特定状态筛选计划。
  - h. **点击**箭头图标并选择导出将计划信息导出为 **.tsv 文件**。


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 <input type="text" value="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

# 采购订单响应

## 通过用户界面响应采购订单

### 接受采购订单

接受采购订单的方法：

1. 导航至采购订单列表页面。
2. 在采购订单列表页面中，使用可编辑字段输入承诺值。可编辑的承诺字段包括：
  - a. 承诺数量，
  - b. 承诺发货日期，
  - c. 承诺交付日期，
  - d. 承诺价格，
  - e. 承诺制造商料号。

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

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-DEVDEMO2-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

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

**注意：**您在承诺字段中输入的值将按以下方式影响采购订单的状态转换：

- 如果输入的承诺值等于需求值，则采购订单将按原样被接受。该采购订单将转为“Accepted” State 和 “Accept” Status。对于 Consumption 采购订单，State将转为“Received”。
- 如果输入的承诺值不等于需求值，则采购订单将被有变更地接受。该采购订单将转为 “Accepted with Changes” State 和 “AWC” Status，随后转为 “Pending Approval” 状况。

3. 您还可以选择性地提供：

- a. 供应商给买方的备注，
- b. 供应商销售订单号，
- c. 供应商销售订单版本号，
- d. 供应商销售订单行号。

4. 点击接受。

The screenshot shows the 'Purchase Order Schedules' interface. At the top, there are navigation tabs: 'Demand Collaboration', 'Purchase Order', 'Purchase Order Search', and 'Purchase Order List'. Below this is a search bar labeled 'Search Purchase Orders'. The main area displays a table with 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 visible with PO No. 39U210822 (0) and PO Line No. 10 (0). Below the table, there are several action buttons: 'Accept', 'Edit Promises', 'Create Shipment', 'View History', and 'Reset'. The 'Accept' button is highlighted with a green circle labeled '4'. Above the table, four green circles labeled 'a', 'b', 'c', and 'd' point to the 'Supplier Notes to Buyer', 'Supplier SO No.', 'Supplier SO Rev', and 'Supplier SO Position No.' columns respectively.

## 拆分为多个承诺

将采购订单计划拆分为多个承诺的方法：

1. 导航至采购订单列表页面。
2. 在采购订单列表页面中，使用复选框选择您要响应的采购订单计划。
3. 点击编辑承诺。

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

3

Accept Edit Promises Create Shipment | View History Reset

4. 弹出一个新窗口。使用可编辑字段提供承诺值，将需求数量拆分为多个承诺。

5. 点击保存。

**Purchase Order Schedules**

\* Denotes required field.

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

**5** Save Cancel

## 请求取消

请求取消采购订单计划的方法：

1. 导航至采购订单列表页面。
2. 在采购订单列表页面中，使用可编辑字段将承诺数量修改为 0。
3. 点击接受。

🏠 > Demand Collaboration > Purchase Order > Purchase Order Search > Purchase Order List

⊕ Search Purchase Orders

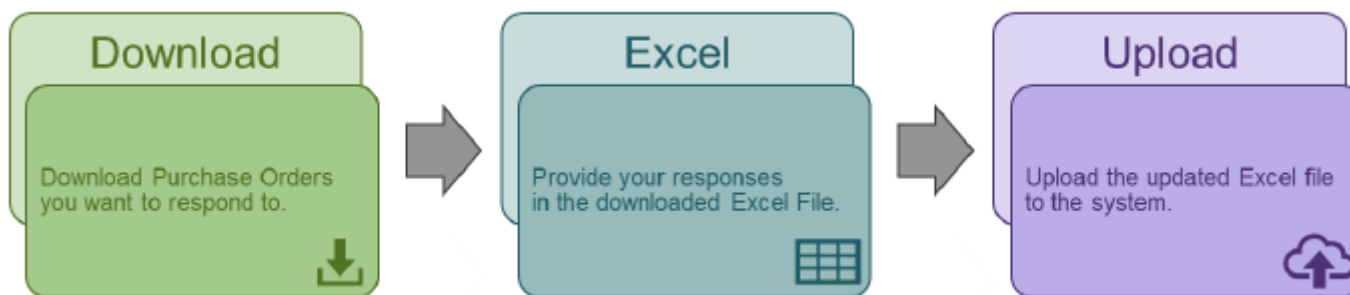
### Purchase Order Schedules Page 1 of 1; 1 Records, 1 Selected

<input checked="" type="checkbox"/>	⊕	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"/>	⊕	39U210822 (0)	10 (0)	New	40	0	

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

## 通过 Excel 响应采购订单

通过 Excel 响应采购订单计划时，请始终遵循以下三步流程：



### 第一步：下载

下载所有您需要响应的采购订单。

Menu Add to Favorites

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

### Select Document Type

Document Type **Purchase Order Download**

Comments

Next

## 第二步：Excel

### 1. 从本地驱动器打开下载的 Excel 文件。

- Excel 的列对应用户界面中的字段。
- 每一行包含采购订单计划的信息。
- 请勿重新排列或删除列。您可以隐藏不需要填写的列，仅显示需要编辑的列。

The image shows an Excel spreadsheet with columns labeled A through L and rows numbered 1 through 12. A green bracket labeled 'a' spans from column A to column L. A green circle labeled 'b' is positioned to the left of rows 3 through 12, with arrows pointing to the first three columns of each row. The spreadsheet contains the following data:

#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. 接受采购订单的方法：

a. 在 **Actioned** 列中，输入 '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. 在承诺字段中输入值：承诺数量、承诺发货日期、承诺交付日期、承诺价格和承诺制造商料号。

	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. 将采购订单计划拆分为多个承诺的方法：

- 复制采购订单计划行并粘贴到原始行下方。
- 在承诺字段中输入值：承诺数量、承诺发货日期、承诺交付日期、承诺价格和承诺制造商料号。
- Promise ID 值应保持不变。
- 在 **Actioned** 列中，输入 'Yes'。

The diagram illustrates the process of splitting a purchase order plan into multiple promises. It consists of two tables with annotations 'a' through 'd' and 'b'.

**Table 1 (Top):** Shows the initial purchase order plan. The columns are labeled A through K. Row 3 is highlighted with a green circle 'a'. Row 4 is highlighted with a green circle 'd'. Row 5 is highlighted with a green circle 'c'. Row 3 is also highlighted with a green circle 'b'.

	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

**Table 2 (Bottom):** Shows the resulting promises. The columns are labeled N through AF. Row 3 is highlighted with a green circle 'b'.

	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. 请求取消的方法：

- 将承诺数量修改为 0。
- 请勿修改其他采购订单值。
- 在 **Actioned** 列中，输入 '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											

### 第三步：上传

将更新后的 Excel 文件上传至系统。  
使用文档类型 '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. 发货 ( ASN)

### 发货对象概述

供应商根据采购订单流程中商定的数量和日期创建发货 ( ASN) 。这不适用于Consumption采购订单。

当 e2open 系统创建处于“Shipped”状态的发货行时，会将关联的采购订单行状态更新为“Shipped”。

### 发货的状态与状况

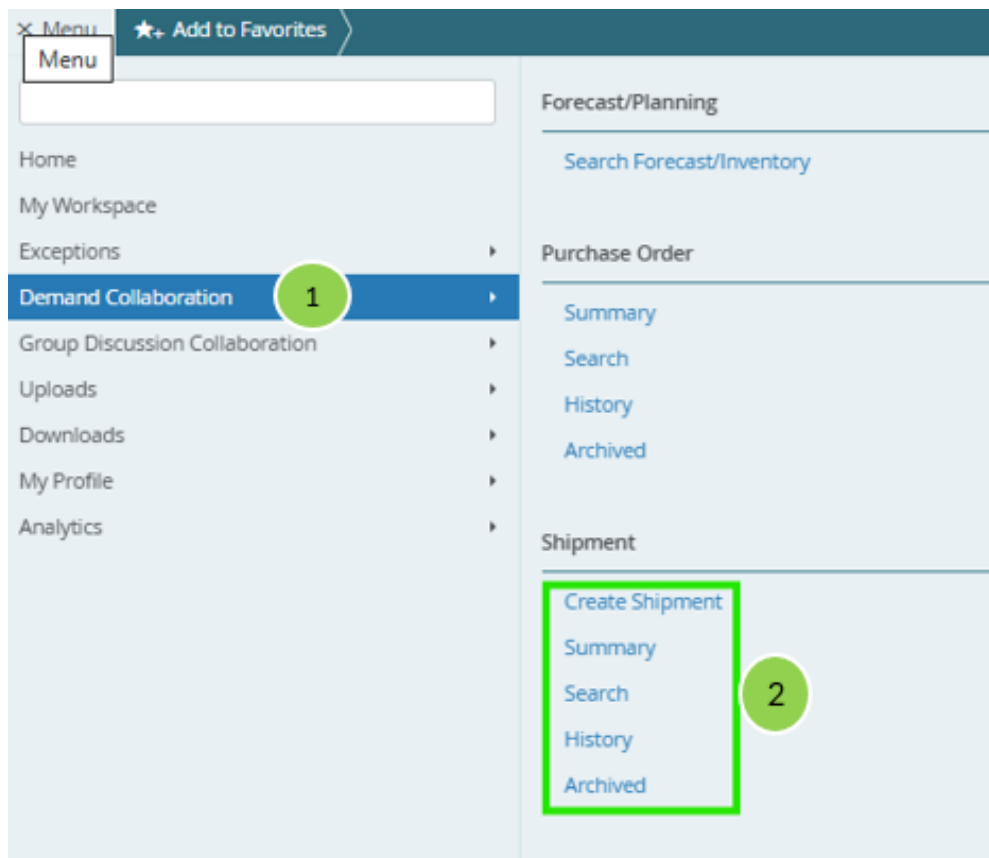
e2open 系统使用状态与状况模型来管理发货的生命周期。

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.

## 查看发货

查看发货的方法：

1. 导航至菜单→ **Demand Collaboration**.
2. 您可以通过访问汇总、搜索、历史记录或已归档查看发货信息。



# 创建发货

## 通过用户界面创建发货

从菜单发起创建发货的方法：

1. 导航至：**Menu → Demand Collaboration → Create Shipment.**
2. 使用搜索框输入您的条件。
3. 点击搜索。

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' dropdown is set to 'None', and there are 'Save Search' and 'Settings' buttons. A note states: 'Filling in at least one field will return results more quickly.' The search criteria are organized into two columns. A green circle with the number '2' is positioned above the search fields, with arrows pointing to the 'Supplier ID' field (which contains 'SP201032C'), the 'PO Status' dropdown, and the 'PO Line State' dropdown (which has 'New', 'Open', 'Accepted', and 'Accepted with Changes' options). At the bottom left, a green circle with the number '3' is positioned above the 'Search' button.

4. 勾选要创建发货的采购订单。
5. 点击下一步，打开创建发货页面。

[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
4 <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	Accept	2011	Flextronics Electronics Technology	SPZ01032C

5      Records per page

## 从采购订单列表页面创建发货

从采购订单列表页面创建发货的方法：

1. 导航至采购订单列表页面。
2. 勾选要创建发货的采购订单。
3. 点击创建发货，打开创建发货页面。

The screenshot displays the 'Purchase Order List' page. At the top, there are navigation tabs: 'Demand Collaboration', 'Purchase Order', 'Purchase Order Summary', and 'Purchase Order List'. Below the tabs is a search bar labeled 'Search Purchase Orders'. The main content area is titled 'Purchase Order Schedules' and shows 'Page 1 of 1; 6 Records, 1 Selected'. A table lists 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 buttons: 'Accept', 'Edit Promises', 'Create Shipment' (highlighted with a green circle and the number 3), 'View History', and 'Reset'. On the right side, there are navigation arrows and a 'Records per page' dropdown set to 20.

## 创建发货页面

在创建发货页面中：

1. 在抬头和行项目区域使用可编辑字段输入值。
  - a. 在行项目区域中，向右滚动查看所有可用字段。
  - b. 带星号 (\*) 的字段为必填项。
2. 点击创建发货。

Menu Add to Favorites

Back to Purchase Order List Create Site Shipment Job Status

Shipment Header

\* Denotes required field.

Shipment ID: ASN1345 (0)

Supplier ID \*: SP0002019

Ship Date(DD/MM/YYYY) \*: 20/05/2026

Packing Slip Number \*:

Tracking Reference Identifier:

Ship To: 391101

Flex Company ID: 391

Supplier Name: .C.V.

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):

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)	39U211289	10		QSC-CA-000346-01	CAP,0.0016uF,5PCT,25.0VDC,CER,	10,000	10,000	EA	ETA	20/04/2026

Create Shipment Undo

## 6. 预测/库存协同概述

Flex 向 e2open 系统发送预测/库存信息，供应商需提供其预测/库存承诺。

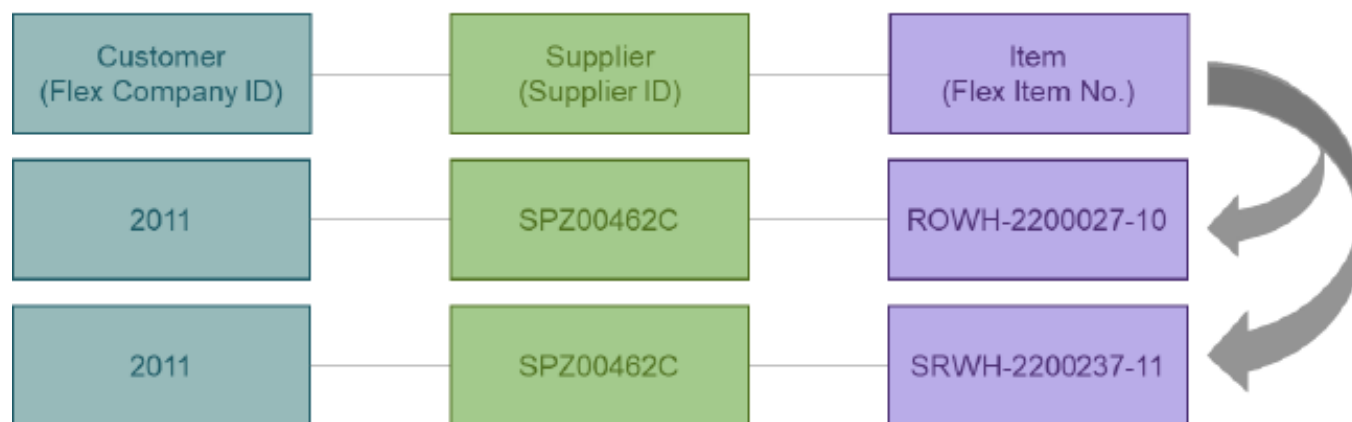
e2open 系统会标记缺失承诺的异常，帮助用户缩小需要进一步审查的协同范围。

以上内容均在 e2open MCV（多协同视图）中为买方和供应商角色捕捉并展示。

### 协同 (Collab)

系统根据买方、供应商和物料信息进行数据交换。这种关系被称为“协同”（简称“Collab”）——由以下主数据元素的唯一组合构成：

- 发布预测的客户——Flex 公司 ID,
- 预测所针对的供应商——供应商 ID,
- 预测所针对的物料——Flex 物料编号。



## 搜索预测/库存

搜索预测/库存信息的方法：

1. 导航 **Menu** → **Demand Collaboration** → **Search Forecast/Inventory**.
2. 在搜索页面输入条件。
3. 点击“**Search**”开始搜索。
4. 点击“**Reset**”清除搜索框。

The screenshot shows the 'Search Forecast/Inventory' page. 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 between the two columns of search fields, with arrows pointing to 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.

## 协同选择(Collaboration Selector)

协同选择页面列出了根据搜索预测/库存页面中提供的条件所找到的协同。

在协同选择页面中：

1. **通过**点击加号图标重新定义搜索筛选条件。
2. **要在升序 (A>Z, 1>3) 和降序 (Z>A, 3>1) 之间切换列的排序顺序**，请点击排序图标。数字表示按列排序的顺序。
3. **点击**齿轮图标并选择打开表格编辑器配置显示的列。
4. 对于跨多页的列表，使用上一页和下一页按钮。或者，输入页码并点击跳转。
5. **展开下拉菜单**更改每页显示的记录数。
6. **点击**箭头按钮并选择：
  - 导出将列表页记录导出为 **.tsv 文件**。
  - 文件下载**将列表页记录下载为 **.xlsx 文件**。
7. **要查看**所有列中的数据，向右滚动。
8. **勾选**一个、多个或所有协同，然后点击查看访问多协同视图页面。

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	:	1
	<input checked="" type="checkbox"/>	2011	Flextronics Electronics Technology	NS-SP201032C-15	Description of NS-SP201032C-15	SP201032C	:	1
	<input checked="" type="checkbox"/>	2011	Flextronics Electronics Technology	NS-SP201032C-14	Description of NS-SP201032C-14	SP201032C	:	1
	<input checked="" type="checkbox"/>	2011	Flextronics Electronics Technology	NS-SP201032C-13	Description of NS-SP201032C-13	SP201032C	:	1
	<input type="checkbox"/>	2011	Flextronics Electronics Technology	NS-SP201032C-12	Description of NS-SP201032C-12	SP201032C	:	1
	<input type="checkbox"/>	2011	Flextronics Electronics Technology	NS-SP201032C-11	Description of NS-SP201032C-11	SP201032C	:	1
	<input type="checkbox"/>	2011	Flextronics Electronics Technology	ITL5G-A36096-130	CAPC,XSR,0402,1.00UF,25.00V,+/-	SP201032C	:	1

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

[Export] [File Download]

## 多协同视图 ( MCV)

多协同视图 ( MCV) 页面展示预测/库存协同的数据指标和 PIT 数据。

### 多协同视图 ( MCV) 筛选

如果您需要更改搜索条件：

1. 点击筛选图标。协同搜索子界面将打开。
2. 更改搜索条件并点击搜索。

The screenshot shows the 'Multi-Collab View' interface. On the left, there is a search filter section with fields for Flex Company ID, Flex Company Name, Flex Item No, Flex Item Description, and Supplier ID. The Supplier ID field is populated with 'SPT000003'. A red circle with the number '1' highlights the filter icon, and another red circle with the number '2' highlights the search button. The main table displays data for two supplier items, including Forecast, Previous Period Forecast, Supplier Commit, Previous Period Supplier Commit, Flex Inventory, Supplier Inventory, and Excess Shortage Commit. The table has columns for various dates and a Total column. The data for the first supplier item (IBM-77P9059) shows a Forecast of 20,000 and a Total of 28,422. The data for the second supplier item (IBM-78P2349) shows a Forecast of 20,000 and a Total of 34,252.

	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 ID 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										0
Supplier Inventory										0
Excess Shortage Commit								-20,000	15,000	
Supplier ID SPT000003 // IBM-78P2349 // 391										
Forecast										20,000
Previous Period Forecast										0
Supplier Commit								12,000		34,252
Previous Period Supplier Commit										0
Flex Inventory										0
Supplier Inventory										0
Excess Shortage Commit									12,000	12,000

## 提供供应商承诺

### 通过用户界面提供供应商承诺

通过用户界面提供供应商承诺的方法：

1. 导航至多协同视图页面。
2. 点击供应商承诺数据指标名称以打开 **PIT 信息/详情**窗口。
3. 点击 **Add Row** 添加行。
4. 使用可编辑字段输入值：
  - a. **PIT 日期**,
  - b. **供应商数量 ( 承诺 )**
  - c. **库存承诺**。
5. 点击 **Save** 保存条目。或者，点击 **Save and Close** 保存条目并关闭窗口。
6. 点击 **Reset** 重置重置条目。
7. 勾选行后点击删除可以删除整行。
8. 点击 **Close** 关闭窗口。

# 1 Multi-Collab View Collabs 1 - 5 of 7

<input type="checkbox"/>	Details	Demand Inventory Overview	Past Due	Default - 31/03/2026 30/03/2026
<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 Record

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					
<input type="checkbox"/> Auto ID	DD/MM/YYYY hh:mm:ss							

8 6

5 3

7

Close Reset Delete Save

< > Go To Page Jump Records Per Page

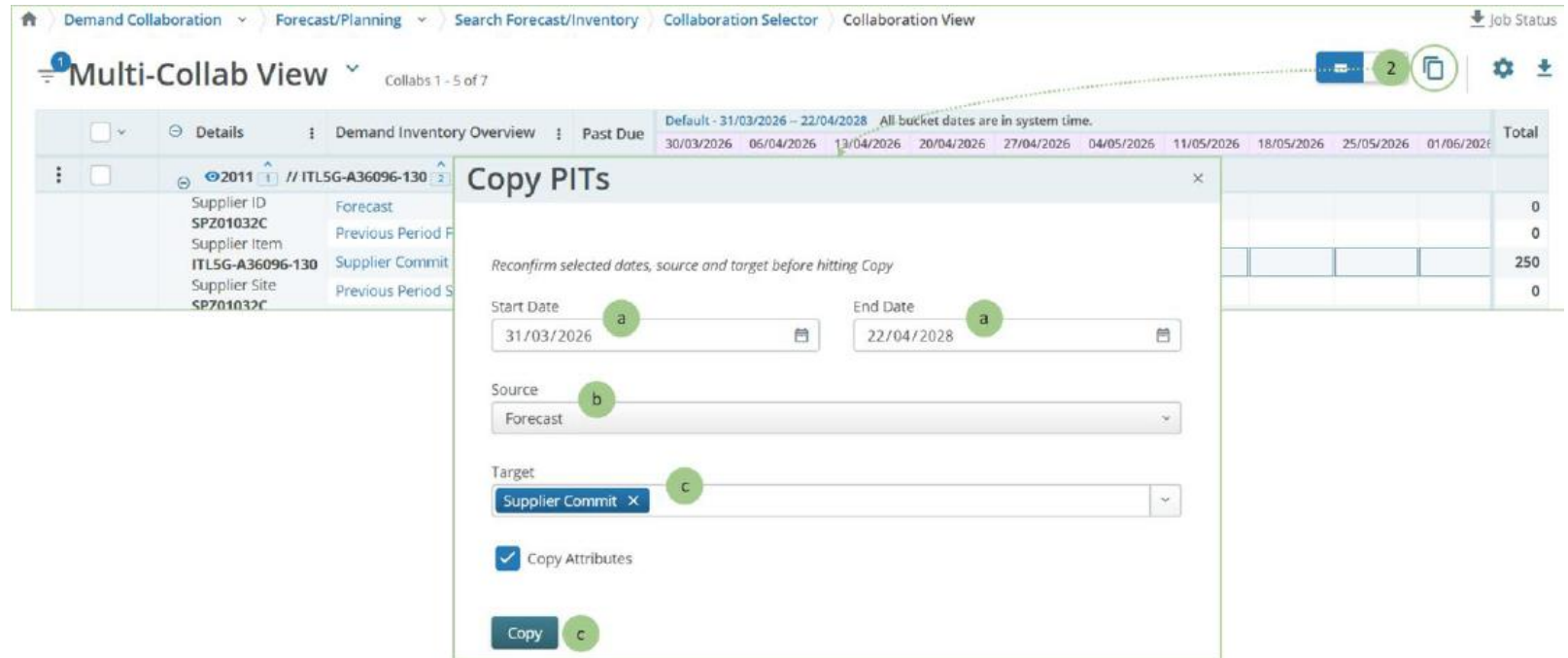


## 复制 PITs

您也可以使用复制 PIT 功能提供您的承诺。这样，您的所有条目将与 Flex 的需求一致。

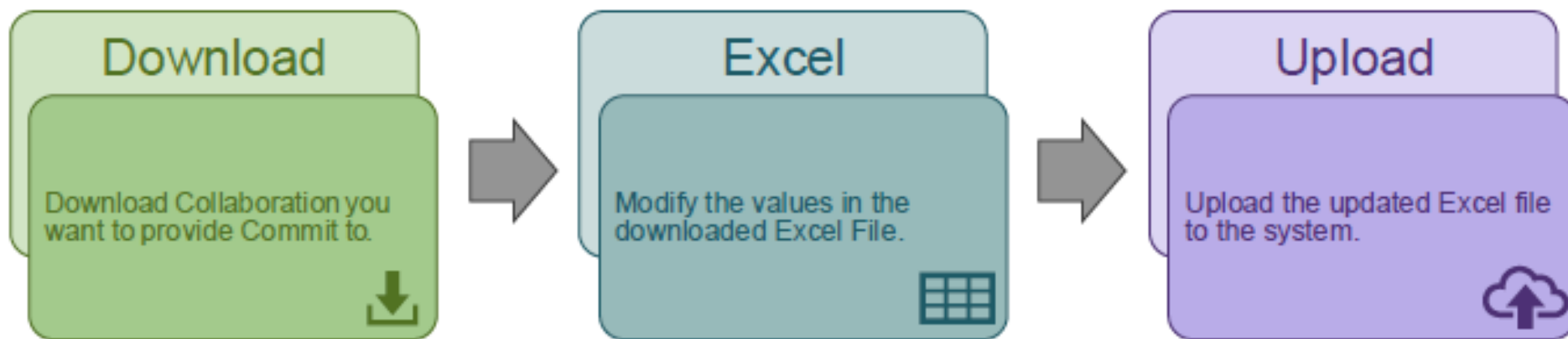
使用复制 PIT 提供供应商承诺的方法：

1. 导航至多协同视图页面。
2. 点击复制 PIT 图标。
3. 在复制 PIT 窗口中：
  - a. 选择开始日期和结束日期。
  - b. 在来源下，选择预测。
  - c. 在目标下，选择供应商承诺。
  - d. 点击复制。



## 通过 Excel 提供供应商承诺

通过 Excel 提供供应商承诺时，请始终遵循以下三步流程：



### 第一步：下载

下载 – 使用文档类型 **Commit Download**，数据度量选择 **Forecast**

## 第二步：Excel

从本地驱动器打开下载的 Excel 文件。

- Excel 的列对应用户界面中的字段。
- 每一行包含协同-时间栏的信息。
- 在 Supplier Qty (Commit) 和 Inventory Commit 列输入值。允许拆分数量并填写不同的预测承诺日期。  
**注意：**库存承诺为可选，若提供需填在每个物料的第一行。
- 带蓝色标注和星号 (\*) 的列为必填项。
- 请勿重新排列或删除列。您可以隐藏不需要填写的列，仅显示需要编辑的列。

	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	1
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	W
3	2011	SRWH-2200237-11			ConsumptionCommit		19-01-2026	331	331			100	
4	2011	ROWH-2200027-10			ConsumptionCommit		19-01-2026	1223	1223			200	

## 第三步：上传

将更新后的 Excel 文件上传至系统。使用文档类型 'Supplier Commit'。

## 7. 异常与邮件警报订阅

### 异常概述

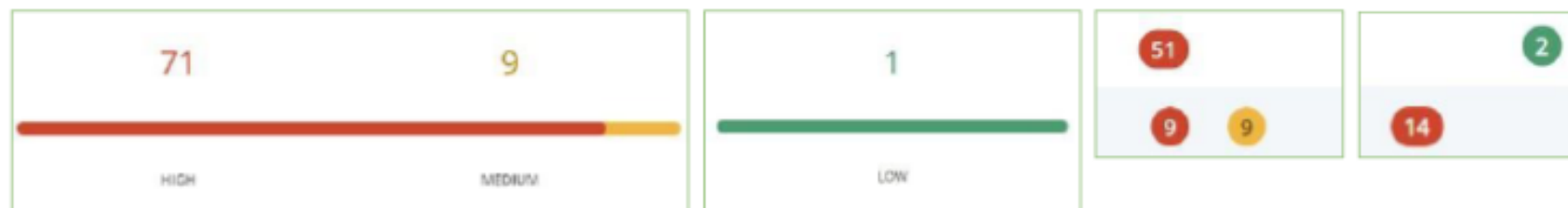
系统预设了与流程相关的业务规则。如果违反了业务规则，系统将生成异常以提醒用户潜在的问题。

异常计数是实时的，始终可在用户界面中查看评估。异常显示在异常和我的工作区子菜单中。异常还会触发邮件警报。

### 严重级别

每个生成的异常都关联一个严重级别，帮助您在事件列表中对警报进行优先排序和管理。严重级别通过颜色编码便于识别。

三个严重级别的颜色编码：



- 绿色 – 低严重性：< 2 天
- 橙色 – 中等严重性：2 天 - 5 天
- 红色 – 高严重性：> 5 天

## 邮件警报

采购订单 - 新采购订单警报、采购订单 - 缺失采购订单响应警报、ASN - 缺失 ASN 警报、预测 - 预测警报

## 邮件警报示例

带有动态内容的典型邮件警报具有以下布局：

1. 警报名称位于邮件的主题行和标题中。
2. 直接链接到问题视图。

New Purchase Order Alert[staging] 1



noreply.scpmsta@flex.com  
To

Reply

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.


## 9. 附加功能

### 打印采购订单 PDF 下载

点击打印图标下载包含采购订单详情的 PDF 文件。

🏠 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

## 10. 重要日期与后续步骤

- 2026年6月1日 – 向供应商发送最终通知
- 2026年6月2日 – 供应商向 Flex 提交最终资料
- 2026年6月3–7日 – 静默期（冻结期）
- 2026年6月8日 – e2open正式上线

**注意：** 发票提交不在静默期内，仍需通过 EDI 或 VPL 继续发送给 Flex。

### Flex 对供应商协同的期望

- 一旦您的site迁移至 e2open，当前通过 FSP 或 ePO 支持的协同活动将移至 e2open。届时该site的 FSP 和 ePO 将停用。
- Excel 文件中显示的所有transactions需要您审核并采取相应行动。
- 如果您已启用 EDI，现有的 EDI 集成保持不变，无需更改。
- 如果您使用 Flex 供应商平台（VPL），发票提交流程保持不变，无需更改。

# 问答环节