



# E2open 供应商 LT 用户指南

## 简介

Flex 正从 Flex 供应商平台（FSP）和邮件采购订单（ePO）迁移至 e2open，这是我们用于直接物料采购到收货协同的平台。

## 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并回复采购订单（LT合作伙伴）

## 目录：

1. 简介与LT协同概述
2. 采购订单邮件警报
3. 通过 Excel 附件回复采购订单
4. 通过简化界面回复采购订单
5. 其他功能
6. 问答环节

## 1. 简介与LT协同概述

### LT合作伙伴协同概述

LT合作伙伴协同使供应商无需完全系统访问权限即可进行协同。所有协同通过邮件提醒驱动，并由简化用户界面和Excel附件支持。

作为一位LT合作伙伴，您可以：

- 响应采购订单，
- 创建发货通知（ASN），
- 提供预测和库存承诺。

当需要操作时，您将收到邮件通知，类型包括：“新采购订单/未完成采购订单提醒”、“缺失ASN提醒”或“预测提醒”。

## 2. 采购订单邮件提醒

新采购订单/未完成采购订单提醒”邮件将从 [mailer@services.e2open.com](mailto:mailer@services.e2open.com) 发送。

典型邮件布局如下：

1. 提醒内容位于邮件的主题行和标题中。
2. 需要您操作的对象摘要。
3. Excel附件包含需要您操作的内容。
4. 指向 简化用户界面 的链接
5. 指向 标准用户界面 的链接

您可以通过访问简化界面或更新 Excel 文件并回复邮件来执行任务。

**From:** <[redacted]> <[redacted]>  
**To:** [redacted]  
**Subject:** Flex Site-2011 BP-SP200462C New/Open Purchase Order Alert - Excel email [Ref:ff4fe6b-f7fb-4cb1-6d75-226e8685c47]

DiscreteOrders.xlsx  
24 KB

**flex**  
New/Open Purchase Order Alert - Excel email

The attached Excel file contains New/Open PO Lines missing order response from you. You may respond for the PO lines through Excel file or using [Simplified UI](#)

You may also visit [Portal](#) for more details

Other recipients of this email: [\[redacted\]](#) [\[redacted\]](#) [\[redacted\]](#)

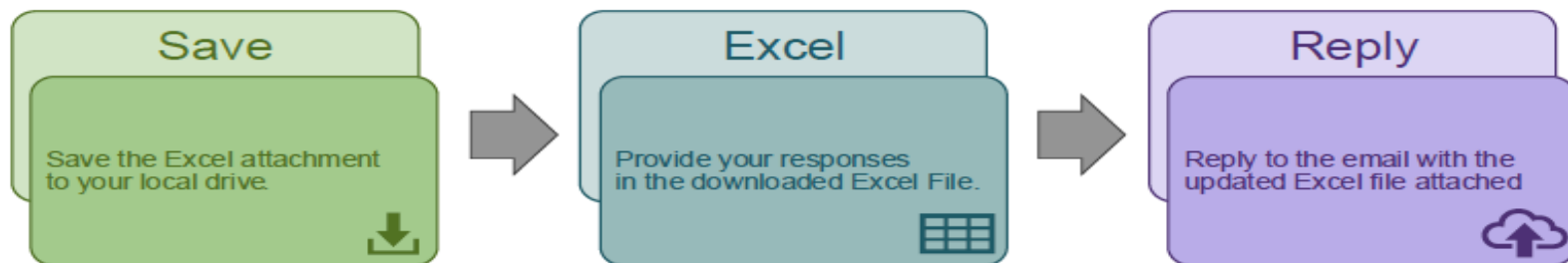
| PO Status                | Total |
|--------------------------|-------|
| New                      | 0     |
| Open                     | 3     |
| Delivery Completed       | 0     |
| Cancel Requested - Buyer | 0     |

Please keep the original file name of the attached Excel file. If anything needs to be added, include it as a suffix to the existing file name.  
Do not change the reference ID in the subject line when replying to this message.  
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 respond to this email or use Portal [Click here](#) to access the training material  
Have technical issue? [e2opensupport@flex.com](mailto:e2opensupport@flex.com)

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### 3. 通过 Excel 附件响应采购订单

通过 Excel 附件响应采购订单，请遵循以下三步流程：



#### 第一步：保存

从“新/未完成采购订单提醒”邮件中，将附带的Excel文件保存到本地。

#### 第二步：Excel

打开保存的Excel文件。Excel列代表用户界面字段。

每行包含采购订单计划行信息。

不要重新排列或删除列。您可以隐藏不填写的列，仅显示要编辑的列。

| 1 | #    | A               | B         | C          | D  | E           | F                     | G             | H                             | I         | J               | K                     | L             | M                       | N                | O                | 15     |
|---|------|-----------------|-----------|------------|--|-------------|-----------------------|---------------|-------------------------------|-----------|-----------------|-----------------------|---------------|-------------------------|------------------|------------------|--------|
| 2 | #    | Flex Company ID | Action ID | Promise ID | Purchase Order No. (LTPO-20012026-FZ-ST0015) | PO Line No. | PO Revision No. (Rev) | Base Line No. | PO Creation Date (dd/mm/yyyy) | PO Status | Flex Item No.   | Item Description      | Item Revision | Previous Order Quantity | Request Quantity | Promise Quantity | 5th Qe |
| 3 | 9000 |                 | 1         | 1          | LTPO-20012026-FZ-ST0015                      | 1           | 0                     | 30            | 27-01-2026                    | Open      | ROWH-1206027-10 | COVER TAPE, AR SERIES | X2            |                         | 300.000000       | 300.000000       | 0.0    |
| 4 | 0000 |                 | 1         | 1          | LTPO-20012026-FZ-ST0016                      | 1           | 0                     | 30            | 27-01-2026                    | New       | ROWH-1206027-10 | COVER TAPE, AR SERIES | X2            |                         | 300.000000       | 300.000000       | 0.0    |
| 5 | 9000 |                 | 1         | 1          | LTPO-20012026-FZ-ST0018                      | 1           | 0                     | 30            | 27-01-2026                    | New       | ROWH-1206027-10 | COVER TAPE, AR SERIES | X2            |                         | 300.000000       | 300.000000       | 0.0    |
| 6 | 9000 |                 | 1         | 1          | LTPO-20260204-ID-ST0001                      | 1           | 0                     | 30            | 04-02-2026                    | New       | ROWH-1206027-10 | COVER TAPE, AR SERIES | X2            |                         | 300.000000       | 300.000000       | 0.0    |
| 7 | 9000 |                 | 1         | 1          | LTPO-20260204-ID-ST0002                      | 1           | 0                     | 30            | 04-02-2026                    | New       | ROWH-1206027-10 | COVER TAPE, AR SERIES | X2            |                         | 300.000000       | 300.000000       | 0.0    |
| 8 | 9000 |                 | 1         | 1          | LTPO-20260204-ID-ST0003                      | 1           | 0                     | 30            | 04-02-2026                    | New       | ROWH-1206027-10 | COVER TAPE, AR SERIES | X2            |                         | 300.000000       | 300.000000       | 0.0    |
| 9 | 9000 |                 | 1         | 1          | LTPO-20260204-ID-ST0004                      | 1           | 0                     | 30            | 04-02-2026                    | New       | ROWH-1206027-10 | COVER TAPE, AR SERIES | X2            |                         | 300.000000       | 300.000000       | 0.0    |

## 接受采购订单：

a) 在 Actioned 列中，若您确认则输入 Yes。

**注意：** Actioned 列中没有 Yes 的行将不会被系统处理。

b) 更新黄色高亮字段中的承诺值：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。这些字段基于 Flex 需求数据或您上次的承诺数据已预填。

**注意：** 承诺发货日期和承诺交付日期的必填性取决于日期承诺类型：

- 日期承诺类型为“ETD”时，承诺发货日期为必填
- 日期承诺类型为“ETA”时，承诺交货日期为必填
- 日期承诺类型为“FETA”时，承诺交货日期为必填——指定地点/港口的预计到达时间（Flex指定交货点）

### 承诺值输入对采购订单状态转换的影响：

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，状态将转为 “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” Status。

c) （可选）您还可提供：供应商对买方的备注、供应商销售订单号、供应商销售订单版本、供应商销售订单行号。

|   | A                | B        | C          | D                       | E           | F                     | G             | H                            | I         |
|---|------------------|----------|------------|-------------------------|-------------|-----------------------|---------------|------------------------------|-----------|
| 1 | #0               | 1        | 2          | 3                       | 4           | 5                     | 6             | 7                            | 8         |
| 2 | #Flex Company ID | Actioned | Promise ID | Purchase Order No.      | PO Line No. | PO Revision No.(line) | Base Line No. | PO Creation Date(dd/mm/yyyy) | PO Status |
| 3 | 9000             | Yes      | 1          | LTPO-20012026-FZ-STG015 | 1           | 0                     | 30            | 27-01-2026                   | Open      |

|   | N                | O                | U                               | V                              | W                                   | X                                  | Y        | Z              | AE                    | AF                             |
|---|------------------|------------------|---------------------------------|--------------------------------|-------------------------------------|------------------------------------|----------|----------------|-----------------------|--------------------------------|
| 1 | 13               | 14               | 20                              | 21                             | 22                                  | 23                                 | 24       | 25             | 30                    | 31                             |
| 2 | Request Quantity | Promise Quantity | Requested Ship Date(dd/mm/yyyy) | Promised Ship Date(dd/mm/yyyy) | Requested Delivery Date(dd/mm/yyyy) | Promised Delivery Date(dd/mm/yyyy) | Price    | Promised Price | Manufacturer Part No. | Promised Manufacturer Part No. |
| 3 | 500.000000       | 500.000000       | 20-02-2026                      | 20-02-2026                     | 23-02-2026                          | 23-02-2026                         | 0.890000 | 0.890000       | MPN20260401           | MPN20260401                    |

|                         | AJ              | AK              | AL                       | AM |
|-------------------------|-----------------|-----------------|--------------------------|----|
| 35                      | 36              | 37              | 38                       |    |
| Supplier Notes to Buyer | Supplier SO No. | Supplier SO Rev | Supplier SO Position No. |    |
| Test 123                | 1234            | 5678            | 9                        |    |

承诺数量：小数点前最多9位，小数点后最多4位（示例：123456789.1234）  
 承诺价格：小数点前最多9位，小数点后最多6位（示例：123456789.123456）

## 拆分为多个承诺：

- a) 复制采购订单计划行并粘贴到原始行下方。
- b) 在所需的承诺字段中输入值：承诺数量、承诺发货日期、承诺交付日期、承诺价格和/或承诺制造商料号。

**注意：**承诺发货日期和承诺交付日期的必填性取决于日期承诺类型：

- 日期承诺类型为“ETD”时，承诺发货日期为必填项，
- 日期承诺类型为“ETA”时，承诺交付日期为必填项，
- 日期承诺类型为“FETA”时，承诺交付日期为必填项——指到达指定地点/港口的预计到达时间（Flex 指定交付点）。

- c) Promise ID 值应保持不变。
- d) 在 Actioned 列中，输入 'Yes' 以提供您的确认。

|   | 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(dd/mm/yyyy) | PO Status | Flex Item No.   | Item Description      |
| 3 | 9000             | Yes      | 1          | LTPO-20012026-FZ-STG015 | 1           | 0                     | 30            | 27-01-2026                   | New       | ROWH-2200027-10 | COVER TAPE, AR SERIES |
| 4 | 9000             | Yes      | 1          | LTPO-20012026-FZ-STG015 | 1           | 0                     | 30            | 27-01-2026                   | New       | ROWH-2200027-10 | COVER TAPE, AR SERIES |
| 5 | 9000             | Yes      | 1          | LTPO-20012026-FZ-STG015 | 1           | 0                     | 30            | 27-01-2026                   | New       | ROWH-2200027-10 | COVER TAPE, AR SERIES |

|   | N                | O                | U                               | V                              | W                                   | X                                  | Y        | Z              | AE                    | AF                             |
|---|------------------|------------------|---------------------------------|--------------------------------|-------------------------------------|------------------------------------|----------|----------------|-----------------------|--------------------------------|
| 1 | 13               | 14               | 20                              | 21                             | 22                                  | 23                                 | 24       | 25             | 30                    | 31                             |
| 2 | Request Quantity | Promise Quantity | Requested Ship Date(dd/mm/yyyy) | Promised Ship Date(dd/mm/yyyy) | Requested Delivery Date(dd/mm/yyyy) | Promised Delivery Date(dd/mm/yyyy) | Price    | Promised Price | Manufacturer Part No. | Promised Manufacturer Part No. |
| 3 | 500.000000       | 200.000000       | 20-02-2026                      | 20-02-2026                     | 23-02-2026                          | 23-02-2026                         | 0.890000 | 0.890000       | MPN20260401           | MPN20260401                    |
| 4 | 500.000000       | 200.000000       | 20-02-2026                      | 20-03-2026                     | 23-02-2026                          | 23-03-2026                         | 0.890000 | 0.910000       | MPN20260401           | MPN20260401                    |
| 5 | 500.000000       | 100.000000       | 20-02-2026                      | 20-04-2026                     | 23-02-2026                          | 23-04-2026                         | 0.890000 | 0.920000       | MPN20260401           | MPN20260401                    |

## 请求取消订单的方法：

- 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' 以提供您的确认。

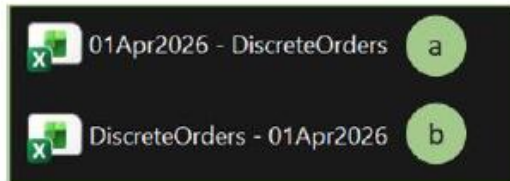
|   | A                | B        | C          | D                       | E           | F                     | G             | H                            | I         | J               |
|---|------------------|----------|------------|-------------------------|-------------|-----------------------|---------------|------------------------------|-----------|-----------------|
| 1 | #0               | 1        | 2          | 3                       | 4           | 5                     | 6             | 7                            | 8         | 9               |
| 2 | #Flex Company ID | Actioned | Promise ID | Purchase Order No.      | PO Line No. | PO Revision No.(line) | Base Line No. | PO Creation Date(dd/mm/yyyy) | PO Status | Flex Item No.   |
| 3 | 9000             | Yes      | 1          | LTPO-20012026-FZ-STG015 | 1           | 0                     | 30            | 27-01-2026                   | New       | ROWH-2200027-10 |

| N                | O                | U                               | V                              |
|------------------|------------------|---------------------------------|--------------------------------|
| 13               | 14               | 20                              | 21                             |
| Request Quantity | Promise Quantity | Requested Ship Date(dd/mm/yyyy) | Promised Ship Date(dd/mm/yyyy) |
| 500.000000       | 0.000000         | 20-02-2026                      | 20-02-2026                     |

完成所有 Excel 更新后，保存文件。Excel 文件名必须始终以“DiscreteOrders”开头——仅可在其后添加后缀。

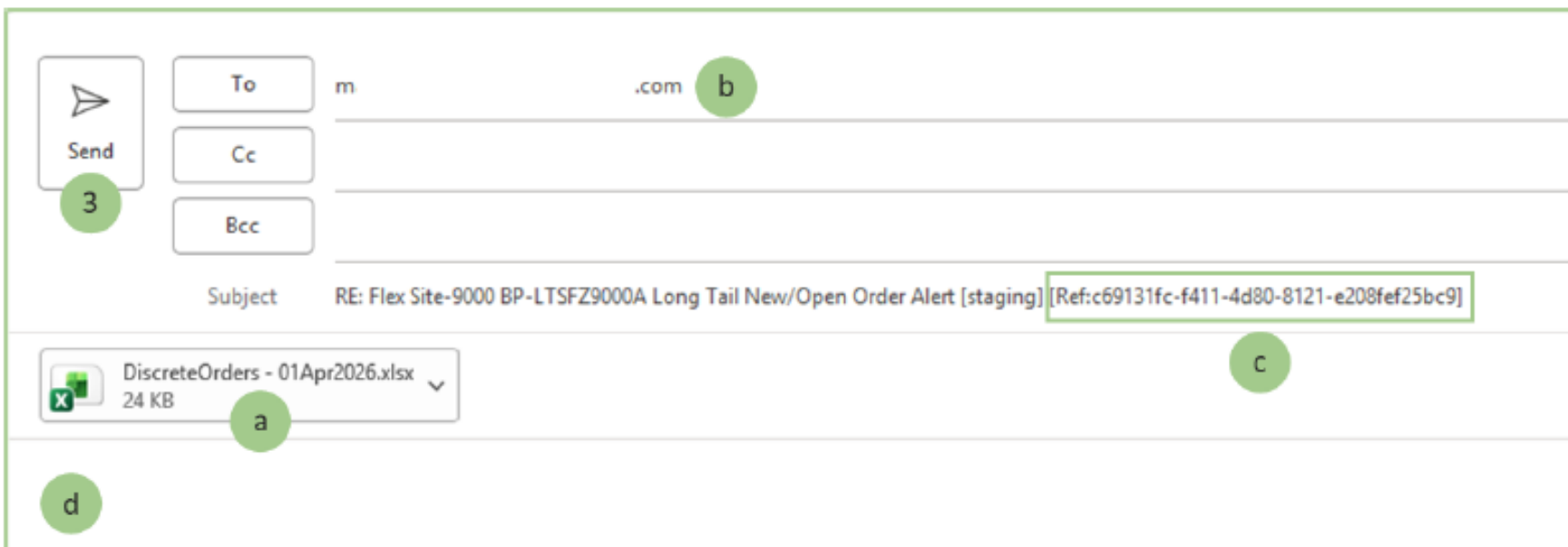
a--不可接受的命名示例

b--可接受的命名示例



### 第三步：回复

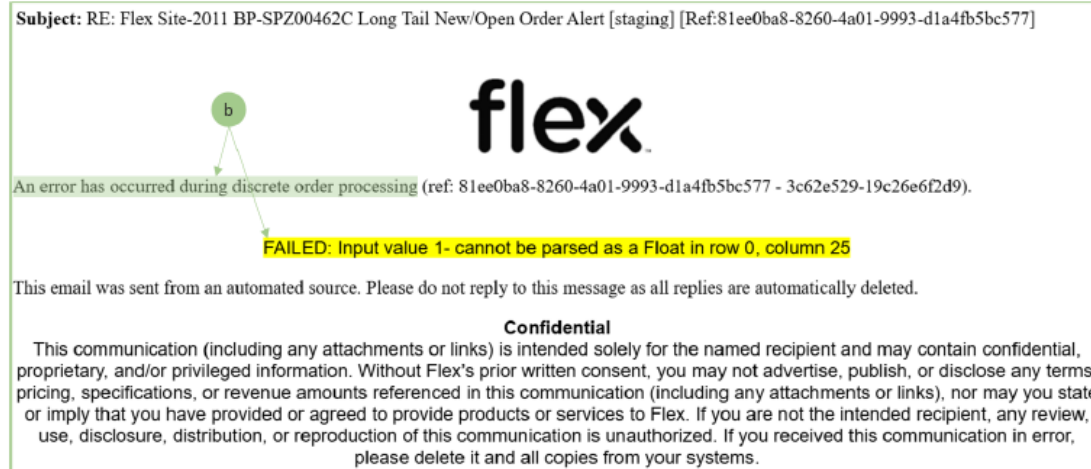
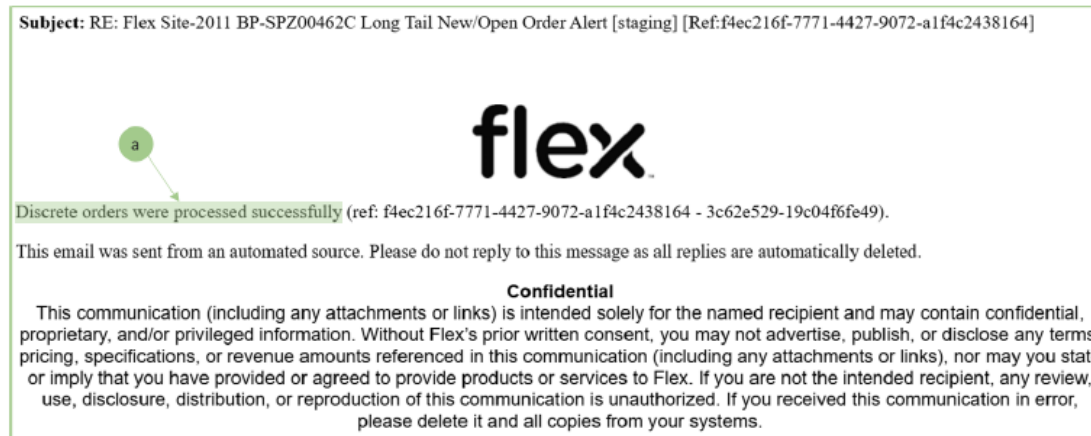
1. 点击回复。
2. 在您的回复邮件中：
  - a. 附上更新后的 Excel 文件。
  - b. 不要更改“收件人”字段
  - c. 请勿更改或删除主题行中的参考编号。主题行只能在 [Ref:... ] 之前添加文字。
  - d. 邮件正文可以留空。
3. 点击发送。



## 成功/错误邮件自动回复

回复任何LT邮件后，您将收到以下两种自动回复之一：

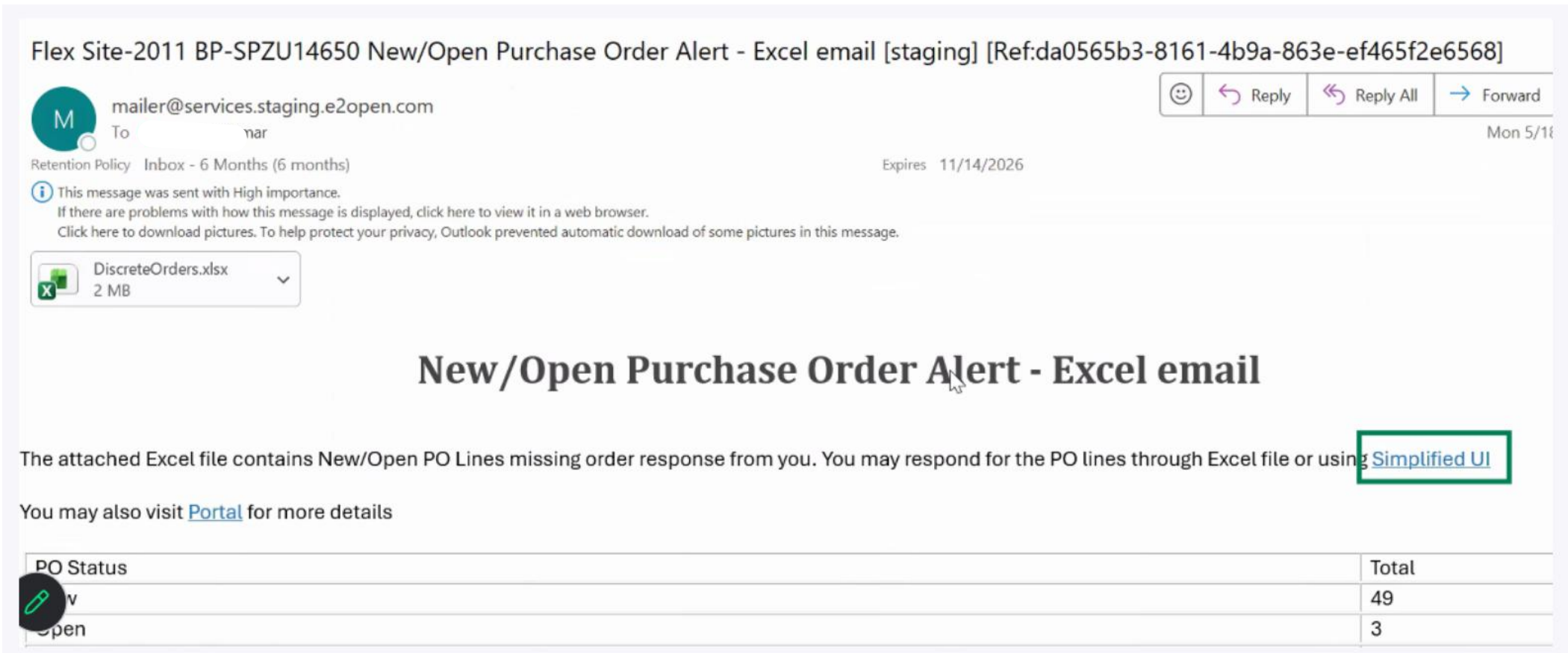
- a) “Discrete orders were processed successfully” – 处理成功完成。
- b) “An error has occurred during discrete order processing” – 该邮件包含错误说明，请相应更正错误后再次回复邮件。



## 4. 通过简化用户界面回复采购订单

通过简化界面响应采购订单的方法：

1. 从“新/未完成采购订单提醒”邮件中，点击简化用户界面链接。您将被定向到问题列表页面，其中包含所有等待您回复的采购订单。



Flex Site-2011 BP-SPZU14650 New/Open Purchase Order Alert - Excel email [staging] [Ref:da0565b3-8161-4b9a-863e-ef465f2e6568]

mailer@services.staging.e2open.com  
To: nar  
Expires: 11/14/2026  
Retention Policy: Inbox - 6 Months (6 months)

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.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

DiscreteOrders.xlsx  
2 MB

### New/Open Purchase Order Alert - Excel email

The attached Excel file contains New/Open PO Lines missing order response from you. You may respond for the PO lines through Excel file or using [Simplified UI](#)

You may also visit [Portal](#) for more details

| PO Status | Total |
|-----------|-------|
| Open      | 49    |
| Open      | 3     |

## 接受采购订单

接受采购订单的方法：

1. 在问题列表页面中，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，

**注意：**承诺发货日期和承诺交付日期的必填性取决于日期承诺类型：

- 日期承诺类型为“ETD”时，承诺发货日期为必填项，
  - 日期承诺类型为“ETA”时，承诺交付日期为必填项，
  - 日期承诺类型为“FETA”时，承诺交付日期为必填项——指到达指定地点/港口的预计到达时间（Flex 指定交付点）。
- d. 承诺价格，
  - e. 承诺制造商料号。

Exceptions | Long Tail Execution | Purchase Order Problem Summary | Problem List Job Status

Search Purchase Orders

### Purchase Order Schedules Page 2 of 2; 32 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. |
|--------------------------|-------------------------|-------------|---------------|------------------|------------------|---------------------|--------------------|-------------------------|---------------------|-------|----------------|-----------------------|--------------------------------|
| <input type="checkbox"/> | LTPO-20260204-ID-STG018 | 1           | New           | 500              | 500              | 20/03/2026          | 20/03/2026         | 23/03/2026              | 23/03/2026          | 0.89  | 0.89           |                       |                                |
| <input type="checkbox"/> | LTPO-20260204-ID-STG019 | 1           | New           | 500              | 500              | 20/03/2026          | 20/03/2026         | 23/03/2026              | 23/03/2026          | 0.89  | 0.89           |                       |                                |
| <input type="checkbox"/> | LTPO-20260204-ID-STG020 | 1           | New           | 500              | 500              | 20/03/2026          | 20/03/2026         | 23/03/2026              | 23/03/2026          | 0.89  | 0.89           |                       |                                |
| <input type="checkbox"/> | LTPO-20260205-ID-STG001 | 1           | New           | 300              | 300              | 20/02/2026          | 20/02/2026         | 23/02/2026              | 23/02/2026          | 0.89  | 0.89           |                       |                                |
| <input type="checkbox"/> | LTPO-20260205-ID-STG002 | 1           | New           | 300              | 300              | 20/02/2026          | 20/02/2026         | 23/02/2026              | 23/02/2026          | 0.89  | 0.89           |                       |                                |
| <input type="checkbox"/> | LTPO-20260205-ID-STG003 | 1           | New           | 300              | 300              | 20/02/2026          | 20/02/2026         | 23/02/2026              | 23/02/2026          | 0.89  | 0.89           |                       |                                |
| <input type="checkbox"/> | LTPO-20260205-ID-STG004 | 1           | New           | 300              | 300              | 20/02/2026          | 20/02/2026         | 23/02/2026              | 23/02/2026          | 0.89  | 0.89           |                       |                                |
| <input type="checkbox"/> | LTPO-20260210-ID-STG008 | 1           | New           | 300              | 300              | 31/03/2026          | 31/03/2026         | 04/04/2026              | 04/04/2026          | 0.89  | 0.89           |                       |                                |
| <input type="checkbox"/> | LTPO-20260210-ID-STG009 | 1           | New           | 300              | 300              | 20/02/2026          | 20/02/2026         | 23/02/2026              | 23/02/2026          | 0.89  | 0.89           |                       |                                |
| <input type="checkbox"/> | LTPO-20260210-ID-STG009 | 2           | New           | 500              | 500              | 20/02/2026          | 20/02/2026         | 28/02/2026              | 28/02/2026          | 0.89  | 0.89           |                       |                                |
| <input type="checkbox"/> | LTPO-20260210-ID-STG010 | 1           | New           | 300              | 300              | 20/02/2026          | 20/02/2026         | 23/02/2026              | 23/02/2026          | 0.89  | 0.89           |                       |                                |
| <input type="checkbox"/> | LTPO-20260210-ID-STG010 | 2           | New           | 500              | 500              | 20/02/2026          | 20/02/2026         | 28/02/2026              | 28/02/2026          | 0.89  | 0.89           |                       |                                |

Long Tail - New/Open Order Alert

Accept Edit Promises Create Shipment Reset

Go To Page Jump Records per page 20

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，状态将转为“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” Status。

2. 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

3. 点击接受。

The screenshot displays the 'Purchase Order Problem Summary' page. At the top, there are navigation tabs: 'Exceptions', 'Long Tail Execution', 'Purchase Order Problem Summary', and 'Problem List'. Below this is a search bar labeled 'Search Purchase Orders'. The main content area is titled 'Purchase Order Schedules' and shows 'Page 1 of 2; 32 Records, 1 Selected'. A dropdown menu is set to 'Long Tail - New/Open Order Alert'. The table below has the following columns: Purchase Order No., PO Line No., PO Line State, Supplier Notes to Buyer, Supplier SO No., Supplier SO Rev, Supplier SO Position No., and Request Quantity. The table contains 8 rows of data, each with a 'Create' link in the 'Supplier Notes to Buyer' column. At the bottom of the interface, there are buttons for 'Accept', 'Edit Promises', 'Create Shipment', and 'Reset', along with navigation controls for page and records per page.

| Purchase Order No.      | PO Line No. | PO Line State | Supplier Notes to Buyer | Supplier SO No. | Supplier SO Rev | Supplier SO Position No. | Request Quantity |
|-------------------------|-------------|---------------|-------------------------|-----------------|-----------------|--------------------------|------------------|
| LTPO-20012026-FZ-STG015 | 1           | Open          | Create                  |                 |                 |                          | 500              |
| LTPO-20012026-FZ-STG016 | 1           | New           | Create                  |                 |                 |                          | 300              |
| LTPO-20012026-FZ-STG018 | 1           | New           | Create                  |                 |                 |                          | 300              |
| LTPO-20260204-ID-STG001 | 1           | New           | Create                  |                 |                 |                          | 300              |
| LTPO-20260204-ID-STG002 | 1           | New           | Create                  |                 |                 |                          | 300              |
| LTPO-20260204-ID-STG003 | 1           | New           | Create                  |                 |                 |                          | 300              |
| LTPO-20260204-ID-STG004 | 1           | New           | Create                  |                 |                 |                          | 300              |
| LTPO-20260204-ID-STG005 | 1           | New           | Create                  |                 |                 |                          | 300              |

## 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. 在问题列表页面中，勾选要响应的采购订单计划行。
2. 点击编辑承诺。

Exceptions > Long Tail Execution > Purchase Order Problem Summary > Problem List

Search Purchase Orders

Purchase Order Schedules Page 1 of 2; 32 Records, 1 Selected

Long Tail - New/Open Order Alert

|                                     | Purchase Order No.      | PO Line No. | PO Line State | PO Status | Flex Company ID | Flex Company name                                  | Supplier ID | Supplier Name |
|-------------------------------------|-------------------------|-------------|---------------|-----------|-----------------|--|-------------|---------------|
| <input type="checkbox"/>            | LTPO-20012026-FZ-STG015 | 1           | Open          | Open      | 9000            | Flextronics Electronics Technology (Suzhou) Co Ltd | LTSFZ9000A  | L             |
| <input checked="" type="checkbox"/> | LTPO-20012026-FZ-STG016 | 1           | New           | New       | 9000            | Flextronics Electronics Technology (Suzhou) Co Ltd | LTSFZ9000A  | L             |
| <input type="checkbox"/>            | LTPO-20012026-FZ-STG018 | 1           | New           | New       | 9000            | Flextronics Electronics Technology (Suzhou) Co Ltd | LTSFZ9000A  | L             |
| <input type="checkbox"/>            | LTPO-20260204-ID-STG001 | 1           | New           | New       | 9000            | Flextronics Electronics Technology (Suzhou) Co Ltd | LTSFZ9000A  | L             |
| <input type="checkbox"/>            | LTPO-20260204-ID-STG002 | 1           | New           | New       | 9000            | Flextronics Electronics Technology (Suzhou) Co Ltd | LTSFZ9000A  | L             |
| <input type="checkbox"/>            | LTPO-20260204-ID-STG003 | 1           | New           | New       | 9000            | Flextronics Electronics Technology (Suzhou) Co Ltd | LTSFZ9000A  | L             |
| <input type="checkbox"/>            | LTPO-20260204-ID-STG004 | 1           | New           | New       | 9000            | Flextronics Electronics Technology (Suzhou) Co Ltd | LTSFZ9000A  | L             |
| <input type="checkbox"/>            | LTPO-20260204-ID-STG005 | 1           | New           | New       | 9000            | Flextronics Electronics Technology (Suzhou) Co Ltd | LTSFZ9000A  | L             |

Accept Edit Promises Create Shipment Reset

Go To Page Jump Records per page 20

3. 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。

4. 点击保存。

*\* Denotes required field.*

**Purchase Order Schedules**

|   |  |  |  |
|---|--|--|--|
| PO Creation Date<br><b>27/01/2026</b>             | Purchase Order No.<br><b>LTP0-20012026-FZ-STG016</b> | PO State<br><b>New</b>                           | Flex Company name<br><b>Flextronics Electronics Technology (Suzhou) Co Ltd</b> |
| Flex Company ID<br><b>9000</b>                    | Supplier Name<br><b>I</b>                            | Supplier ID<br><b>LTSFZ9000A</b>                 | Buyer Email<br><b>f</b> .com   |
| Buyer Name<br><b>I</b>                            | Order Method<br><b>FULL LT</b>                       | Item Category<br><b>NORMAL</b>                   | Consignment Packing Slip No<br><b>-</b>  |
| Consignment Replenishment Order<br><b>-</b>       | Incoterm Description<br><b>DDP SUZHOU, CN</b>        | Incoterm<br><b>DDP</b>                           | Country of Origin<br><b>CN</b>   |
| Payment Terms<br><b>EOM +60 days 1st Thursday</b> | Named Place<br><b>-</b>                              | Header Notes to Supplier<br><a href="#">View</a> | Customer Part No.<br><b>-</b>  |
| Supply Time<br><b>-</b>                           | Supplier Address<br><b>-</b>                         | Ship To Site<br><b>9000</b>                      | Ship To<br><b>Flextronics Electronics Technology (Suzhou) Co Ltd</b>           |
| Bill To<br><b>-</b>                               | Manufacturer<br><b>MC8275</b>                        | Previous Order Quantity<br><b>-</b>              |  |

**Purchase Order Schedules**

| <input type="checkbox"/>            | 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 checked="" type="checkbox"/> | 300              | ETA              | 20/02/2026          |                       | MPN20260401                    | 0.89  | 0.89           | 150              | 15/05/2026         | EA        | 0                |
| <input checked="" type="checkbox"/> |                  |                  |                     |                       | MPN20260401                    |       | 0.89           | 100              | 19/05/2026         |           |                  |
| <input checked="" type="checkbox"/> |                  |                  |                     |                       | MPN20260401                    |       | 0.89           | 50               | 26/05/2026         |           |                  |
| <input type="checkbox"/>            |                  |                  |                     |                       |                                |       |                |                  | DD/MM/YYYY         |           |                  |
| <input type="checkbox"/>            |                  |                  |                     |                       |                                |       |                |                  | DD/MM/YYYY         |           |                  |
| <input type="checkbox"/>            |                  |                  |                     |                       |                                |       |                |                  | DD/MM/YYYY         |           |                  |

**4** Save Cancel

## 请求取消

请求取消采购订单计划的方法：

1. 在问题列表页面中，将承诺数量改为 0 点击接受。
2. 点击“accept”接收。

Exceptions > Long Tail Execution > Purchase Order Problem Summary > Problem List Job Status

Search Purchase Orders

Purchase Order Schedules Page 1 of 2; 32 Records, 2 Selected Long Tail - New/Open Order Alert

|                                     | Purchase Order No.      | PO Line No. | PO Line State | Request Quantity | Promise Quantity | Reason Code Quantity | Quantity Exception | Shipped Quantity |
|-------------------------------------|-------------------------|-------------|---------------|------------------|------------------|----------------------|--------------------|------------------|
| <input type="checkbox"/>            | LTPO-20012026-FZ-STG015 | 1           | Open          | 500              | 500              |                      |                    | 0                |
| <input checked="" type="checkbox"/> | LTPO-20012026-FZ-STG016 | 1           | New           | 300              | 0                |                      |                    | 0                |
| <input checked="" type="checkbox"/> | LTPO-20012026-FZ-STG018 | 1           | New           | 300              | 0                |                      |                    | 0                |
| <input type="checkbox"/>            | LTPO-20260204-ID-STG001 | 1           | New           | 300              | 300              |                      |                    | 0                |
| <input type="checkbox"/>            | LTPO-20260204-ID-STG002 | 1           | New           | 300              | 300              |                      |                    | 0                |
| <input type="checkbox"/>            | LTPO-20260204-ID-STG003 | 1           | New           | 300              | 300              |                      |                    | 0                |
| <input type="checkbox"/>            | LTPO-20260204-ID-STG004 | 1           | New           | 300              | 300              |                      |                    | 0                |
| <input type="checkbox"/>            | LTPO-20260204-ID-STG005 | 1           | New           | 300              | 300              |                      |                    | 0                |

2 Accept Edit Promises Create Shipment Reset < > Go To Page Jump Records per page 20

## 采购订单的状态与状况




e2open 系统使用 State and Status model 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.<br>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.                           |
|                       | 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.<br>OR<br>Assigned to a Consumption PO after Supplier has accepted the Order.                  |
| Cancelled             |                             | Assigned when the customer cancelled the PO Line.   |

## 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。

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

## 5. 其他功能

### 讨论概述

- 采购订单讨论
- 协同讨论

### 访问采购订单讨论

访问采购订单讨论的方法：

1. 导航至采购订单详情页面。
2. 点击右上角的讨论图标。
3. 打开讨论面板，用于发起新讨论或继续现有讨论。

The screenshot displays the Flex system interface for a Purchase Order. The main area shows the PO details for PO-20260213-STG-396 - 2011 / SPZ01032C. The PO is in an 'Open' state. The discussion panel is open on the right side, showing a message input field and a 'Send' button. Red circles and arrows highlight the discussion icon in the top right and the message input field in the discussion panel.

| 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 |
|-------------|---------------|-----------|-----------------|--------------------------------|-----------------|---------------|------------------|---------------|---------------------|
| 10          | Open          | Open      | ITLSG-A36096-13 | CAPCXSR.0402.1.000UF.25.00V.4/ | 1               |               | 25/03/2026       | 1             | EB1                 |

## 协同讨论

访问协同讨论的方法：

1. 导航至协同选择器页面。
- 或
2. 导航至多协同视图页面。
3. 点击协同旁边的讨论图标。
4. 讨论面板打开，使用讨论面板发起新讨论或继续现有讨论。

The screenshot displays the Flex system interface. At the top, the navigation bar includes 'Demand Collaboration', 'Forecast/Planning', and 'Search Forecast/Inventory'. The main area is titled 'Collaboration Selector' and shows a table with columns: Flex Company ID, Flex Company Name, Flex Item No, Flex Item Description, Supplier ID, Supplier Name, and Item Category. The first row is selected, with a green circle '3' highlighting the discussion icon in the table. A second window, 'General Discussion', is overlaid on the right, showing a conversation thread with messages from 'Buyer message 623031' and 'supp response 623031'. A green circle '4' highlights the 'Reply' button in the discussion panel. A green arrow points from circle '3' to circle '4', indicating the flow from the table to the discussion panel.

| Flex Company ID | Flex Company Name                  | Flex Item No     | Flex Item Description          | Supplier ID | Supplier Name | Item Category |
|-----------------|------------------------------------|------------------|--------------------------------|-------------|---------------|---------------|
| 2011            | Flextronics Electronics Technology | ROWH-2200027-10  | Description of ROWH-2200027-10 | SPZ01032C   | S             | 1             |
| 2011            | Flextronics Electronics Technology | NS-SPZ01032C-15  | Description of NS-SPZ01032C-15 | SP          |               |               |
| 2011            | Flextronics Electronics Technology | NS-SPZ01032C-14  | Description of NS-SPZ01032C-14 | SP          |               |               |
| 2011            | Flextronics Electronics Technology | NS-SPZ01032C-13  | Description of NS-SPZ01032C-13 | SP          |               |               |
| 2011            | Flextronics Electronics Technology | NS-SPZ01032C-12  | Description of NS-SPZ01032C-12 | SP          |               |               |
| 2011            | Flextronics Electronics Technology | NS-SPZ01032C-11  | Description of NS-SPZ01032C-11 | SP          |               |               |
| 2011            | Flextronics Electronics Technology | ITL5G-A36096-130 | CAPC;XSR;0402;1.00UF;25.00V;-/ | SP          |               |               |

Home > Demand Collaboration > Forecast/Planning > Search Forecast/Inventory > Collaboration Selector > Collaboration View Job Status

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

Details : Demand Inventory Overview : Past Due Default - 31/03/2026 – 22/04/2028 All bucket dates are in system time.

|                                 | 30/03/2026 | 06/04/2026 | 13/04/2026 | 20/04/2026 | 27/04/2026 | 04/05/2026 | 11/05/2026 | 18/05/2026 | Total |
|---------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|-------|
| 2011 // ROWH-2200027-10 // 2011 |            |            |            |            |            |            |            |            | 0     |
| Supplier ID                     |            |            |            |            |            |            |            |            | 0     |
| Forecast                        |            |            |            |            |            |            |            |            | 0     |
| 0                               |            |            |            |            |            |            |            |            |       |
| 0                               |            |            |            |            |            |            |            |            |       |
| 0                               |            |            |            |            |            |            |            |            |       |
| 0                               |            |            |            |            |            |            |            |            |       |

Supplier ID: SPZ01032C  
Supplier Item: ROWH-2200027-10  
Supplier Site: SPZ01032C

Forecast: 0

Previous Period Forecast

Supplier Commit

Previous Period Supplier Commit

Flex Inventory

Supplier Inventory

Excess Shortage Commit

Forecast- Forecast Alert

Update Reset

### General Discussion

2011 SPZ01032C 2011 ROWH-...

Watch

2026/03/13

MB M 03/13 11:00 AM  
Buyer message 623031  
[Reply](#)

MB M 03/13 11:01 AM  
supp response 623031  
[Reply](#)

Type a new message...

# 下载与上传

## 下载采购订单/发货数据

从系统下载采购订单或发货数据的方法：

1. 导航至**Menu → Downloads → Purchase Order or Shipment**。
2. 使用**搜索框**输入您的筛选条件。
3. 点击**搜索**以下载。

The screenshot shows the 'Search Purchase Orders' interface. At the top, there are navigation breadcrumbs: 'Downloads' > 'Demand Download' > 'Search Purchase Order'. On the right, there is a 'Job Status' icon. Below the breadcrumbs, the title 'Search Purchase Orders' is displayed. To the right of the title, there is a 'Saved Searches' section with a dropdown menu set to 'None', a 'Save Search' button, and a settings gear icon. A note reads: 'Filling in at least one field will return results more quickly.' The search form consists of two columns of input fields. The left column includes: 'Purchase Order No.', 'PO Creation Date' (with a date picker), 'Supplier ID', 'Original Flex Internal Item', 'BAAN Item', 'Ship To Site', and 'Schedule Last Modified Date' (with a date picker). The right column includes: 'Buyer Code', 'Flex Company name', 'Supplier Name', 'Original Flex Internal Item Description', 'BAAN Item Description', and 'Flex Company ID'. A green circle with the number '2' is positioned above the search fields, with arrows pointing to the 'Purchase Order No.', 'PO Creation Date', 'Supplier ID', and 'Buyer Code' fields. At the bottom left, there is a green circle with the number '3' above a 'Search to Download' button and a 'Reset' button.

4. 可选地，输入备注以标识您的下载任务。

5. 点击下一步以启动下载。

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

## Select Document Type

Document Type **Purchase Order Download**

Comments

Test 123 4

5  
Next