

E2open Supplier LT – ASN & Forecast User Guide Overview

Session Objective: To enable suppliers to review and provide responses to Forecast & ASN for Long Tail Partners

Agenda:

1. Introduction to ASN & Forecast Collaboration
2. Shipment (ASN) Creation
3. Forecast / Inventory Collaboration Overview
4. Exceptions

1. Introduction to ASN & Forecast Collaboration

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.

2.Shipment (ASN) Creation

Missing ASN Alert

“Missing ASN Alert” emails will be sent from **mailer@services.e2open.com**.

A typical “Missing ASN Alert” email has the following layout:

1. **Alert Name** in the email’s subject line and header.
2. **Summary** of Objects that need your action.
3. **Excel attachment** with the same Objects that need your action. The Excel file contains Open Purchase Orders which are expected to be Shipped/Delivered within next 45 days.
4. **Link** to the Simplified User Interface.
5. **Link** to the Standard User Interface.

You can perform tasks either by accessing the Simplified UI or by updating the Excel file and replying to the email.

From:
To:
Subject: Flex Site-2011 BP-SPZ00462C [Missing ASN Alert] - Excel email [Ref:93b734b0-4748-4cc9-94b3-1014e2563381]

ShipmentCreate.xlsx
33 KB

flex

Missing ASN Alert – Excel email

The attached Excel file contains Purchase Orders due for ASN. The ASN information for the Purchase Order lines can be provided using Excel file or using [Simplified UI](#)

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

Other recipients of this email: S .com.j .com

Category	Total
Missing ASN Alert	4

Please keep the original file name of the attached lxxx 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

ASN creation via Excel attachment

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



Step 1: Save

1. From the “Missing ASN Alert” email, save the attached Excel file to your local drive.

Step 2: Excel

1. Open the saved Excel file from your local drive.

- a) The Excel columns represent the User Interface fields.
- b) Each row contains information about Purchase Order pending Shipment creation.
- c) For each Purchase Order row you want to create a Shipment for, update the values in yellow highlighted fields: Shipped Qty, Ship Date, Packing Slip Number, Tracking Reference Number (HDR), Country Of Origin, Promise Price, and Promise Manufacturer Part No.
- d) In the Actioned column, select ‘Yes’ if you provide your confirmation

Note: rows without ‘Yes’ in Actioned column will not be processed by the system.

e) Do not rearrange or delete the columns. You can hide columns that you are not going to fill in and display only the required columns that you want to edit.

a

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	#0	1	2	3	4	5	6	7	8	9	10	11	12
2	*Flex Company ID	*Actioned	Purchase Order No	PO Line No	Base Line No	Flex Item No.	Item Description	Order Quantity	*Shipped Quantity	Quantity UOM	Date Commit Type	*Ship Date(DD/MM/YYYY)	*Delivery Date(DD/MM/YYYY)
3	2011	Yes	PO-20260109-STG-02	10	30	ROWH-2200027-10	COVER TAPE, AR SERIES	360.000000	360.000000	EA	ETA	20-02-2026	23-02-2026
4	2011	Yes	PO-20260109-STG-02	20	30	ROWH-2200027-10	COVER TAPE, AR SERIES	360.000000	360.000000	EA	ETA	20-02-2026	23-02-2026
5	2011	Yes	PO-20260109-STG-02	30	30	ROWH-2200027-10	COVER TAPE, AR SERIES	360.000000	360.000000	EA	ETA	20-02-2026	23-02-2026

b

d

c

11	12	13	14	15	16	17
*Ship Date(DD/MM/YYYY)	*Delivery Date(DD/MM/YYYY)	*Packing Slip Number	*Tracking Reference Number (HDR)	Tracking Reference Identifier	Shipment Transportation Mode	Carrier
20-02-2026	23-02-2026	12345	6789	AW	Air	CHP
20-02-2026	23-02-2026	12345	6789			
20-02-2026	23-02-2026	12345	6789			

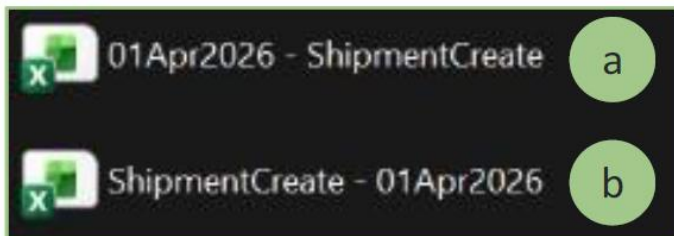
c

2. Once you finalize all the Excel updates, save the file. The Excel file name must always begin with **“ShipmentCreate”** – name modifications may only be applied as a suffix. **Unacceptable** name format example.

Acceptable name format.

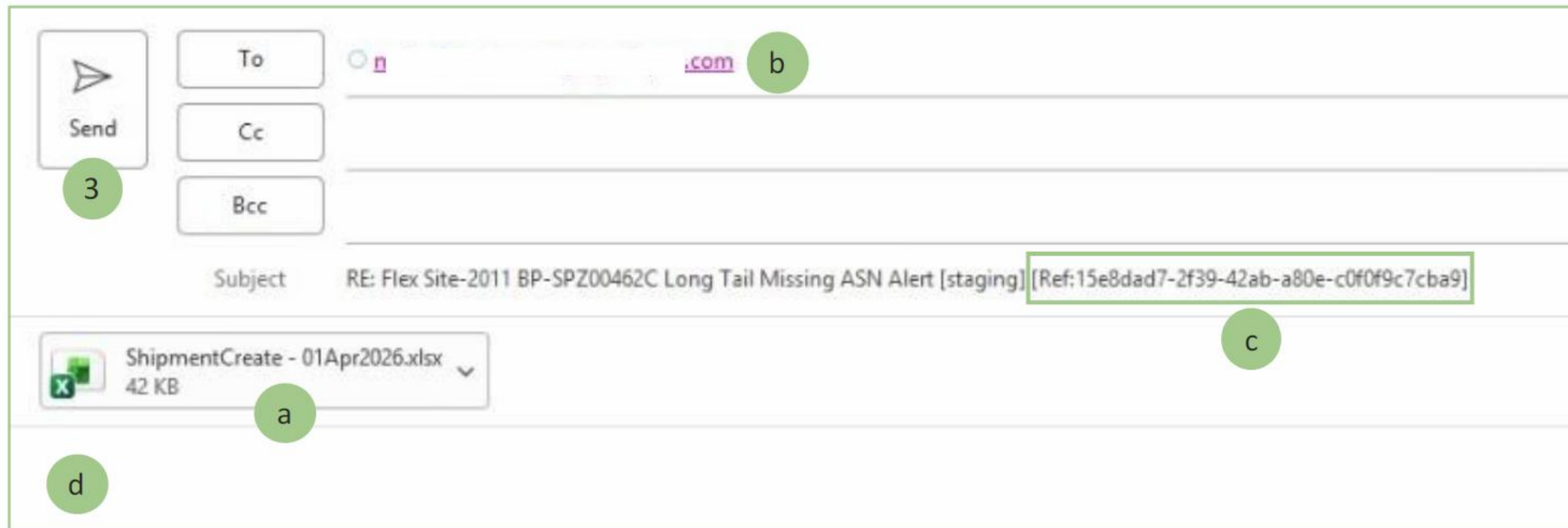
a) **Unacceptable** name format example.

b) **Acceptable** name format.



Step 3: Reply

1. From the “Missing ASN Alert” email, click Reply.
2. In your reply email:
 - a) Attach the **updated Excel file**.
 - b) Do not change the “**To**” field.
 - c) Do not change or delete the **reference number** on the subject line. The subject line modifications can only be applied to the text before the [Ref:...].
 - d) The body of the email can remain blank.
3. Click **Send**.



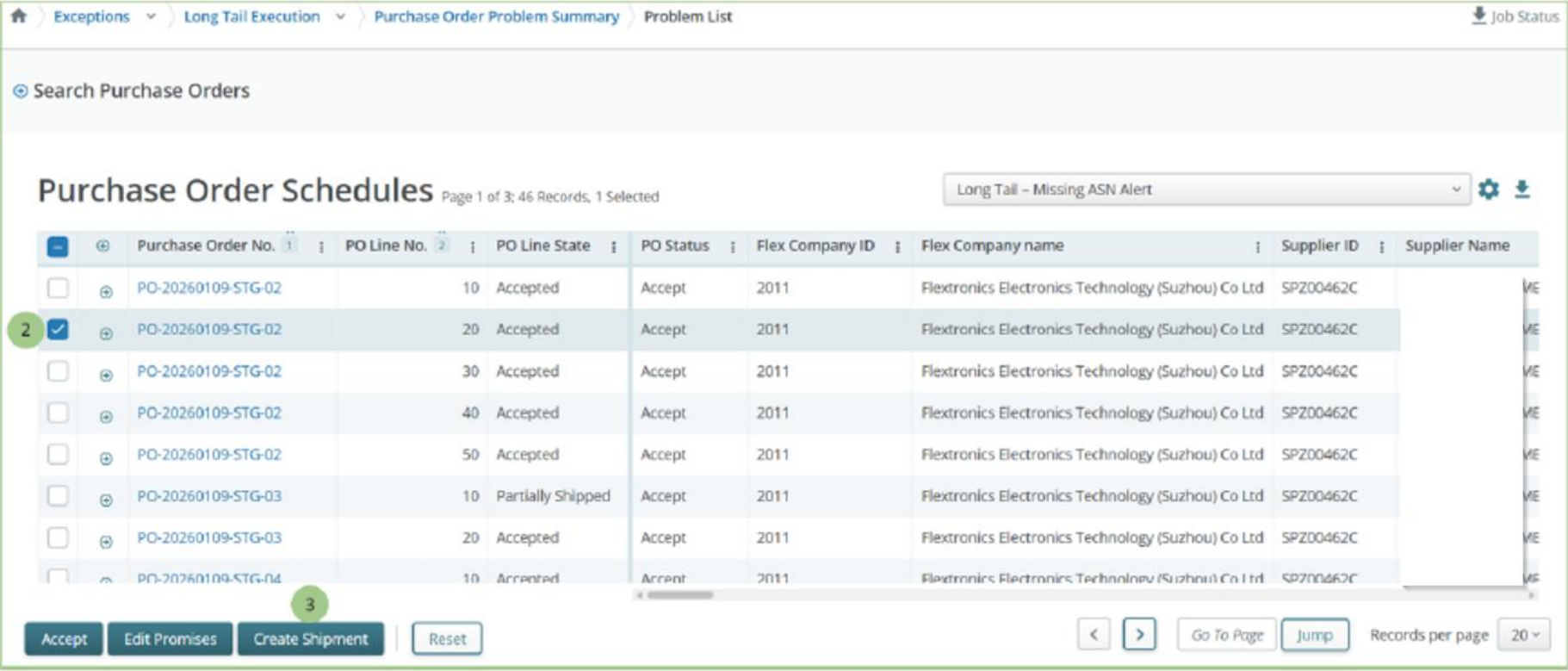
The screenshot shows an email reply form with the following elements and annotations:

- Send button:** A button with a paper plane icon and the text "Send", circled in green with the number "3".
- To field:** A text input field containing an email address ending in ".com", circled in green with the letter "b".
- Cc field:** An empty text input field.
- Bcc field:** An empty text input field.
- Subject field:** A text input field containing "RE: Flex Site-2011 BP-SPZ00462C Long Tail Missing ASN Alert [staging] [Ref:15e8dad7-2f39-42ab-a80e-c0f0f9c7cba9]". The reference ID "[Ref:15e8dad7-2f39-42ab-a80e-c0f0f9c7cba9]" is highlighted with a green box and circled in green with the letter "c".
- Attachment:** An attachment box showing a file named "ShipmentCreate - 01Apr2026.xlsx" with a size of "42 KB", circled in green with the letter "a".
- Body:** The main body of the email is empty, circled in green with the letter "d".

Shipment Creation via Simplified UI

To create Shipments via Simplified UI:

1. From the “Missing ASN Alert” email, click the Simplified UI link. You will be redirected to the Problem List page, which contains all Purchase Orders pending Shipment creation.
2. On the Problem List Page, select Purchase Order(s) you want to create the Shipment for using **checkboxes**.
3. Click **Create Shipment**. This will open the Create Site Shipment page.



4. On the Create Site Shipment page, 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.

5. Click Create Shipment.

Shipment Header
** Denotes required field.*

Shipment ID: ASN1345 (0) ⓘ

Supplier ID*: SP0002019

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

Packing Slip Number*: [Empty]

Tracking Reference Identifier: [Empty]

Ship To: 391101 ⓘ

Flex Company ID: 391

Supplier Name: [Empty]

Estimated Arrival Date (DD/MM/YYYY): 20/04/2026

Shipment Transportation Mode: [Empty]

Carrier: [Empty]

Flex Company Name: Flextronics International Europe B.V

Shipment Net Weight: 0

Tracking Reference Number (HDR): [Empty]

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

3. Forecast/Inventory Collaboration

Forecast/Inventory Collaboration Overview

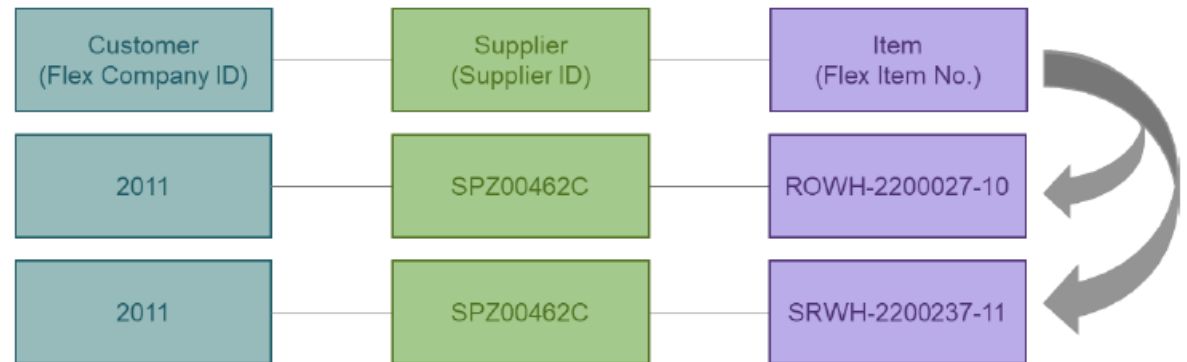
Flex sends Forecast/Inventory information to the e2open system. Suppliers are expected to provide their Forecast/Inventory Commits. The e2open system flags the missing commit exception, which allows the Users to narrow down the Collaborations that need additional review.

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

Collaboration (Collab)

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

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



Forecast Email Alerts

“Forecast Alert” emails will be sent from **mailer@services.e2open.com**.

A typical “Forecast Alert” email has the following layout:

1. **Alert Name** in the email’s subject line and header.
2. **Summary** of Objects that need your action.
3. **Excel attachment** with the same Objects that need your action.
4. **Link** to the Simplified User Interface.
5. **Link** to the Standard User Interface.

You can perform tasks either by accessing the Simplified UI or by updating the Excel file and replying to the email.

The screenshot shows an email interface with the following elements and callouts:

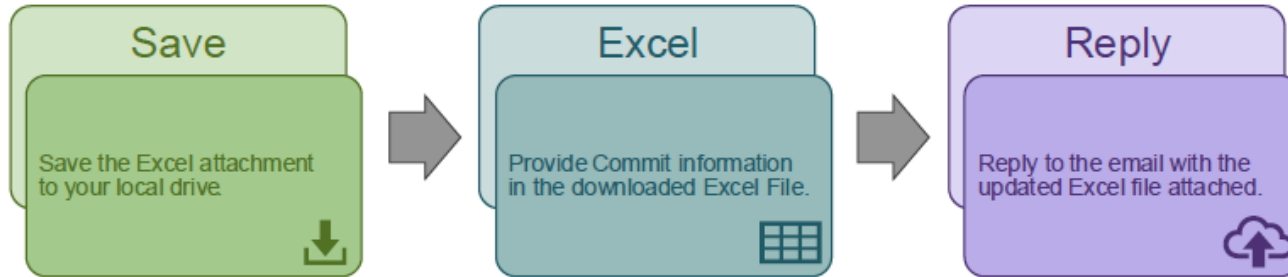
- 1**: Points to the subject line "Forecast Alert" and the header "Forecast Alert - Excel email".
- 2**: Points to a table with columns "Category" and "Total". The row "Forecast Alert" has a value of "1" in the "Total" column.
- 3**: Points to an Excel attachment icon labeled "ForecastGenerator 11 KB".
- 4**: Points to a link labeled "Simplified UI".
- 5**: Points to a link labeled "Portal".

Other visible text in the email includes:

- "From:" and "To:" fields.
- "Subject: RE: Flex Site-2011 BP SPZ30463C Forecast Alert - Excel email [Ref:Id:a188b-963f-4079-af77-39033513d21a]"
- "The attached Excel file contains Flex Forecast. The commitment to this Forecast can be provided using Excel file or using [Simplified UI](#)"
- "You may also visit [Portal](#) for more details"
- "Other recipients of this email: [redacted] com, [redacted] com"
- "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 <http://www.flex.com/downloads/standard-terms-and-conditions-of-purchase>), unless provisions of any written agreements apply to the respective transactions."
- "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"
- "**Confidential**"
- "This communication (including any attachments or links) is intended solely for the named recipient and may contain confidential, proprietary, and/or privileged information. Without Flex's prior written consent, you may not advertise, publish, or disclose any terms, pricing, specifications, or revenue amounts referenced in this communication (including any attachments or links), nor may you state or imply that you have provided or agreed to provide products or services to Flex. If you are not the intended recipient, any review, use, disclosure, distribution, or reproduction of the communication is unauthorized. If you received this communication in error, please delete it and all copies from your systems."

Long Tail Supplier Commit - Provide Supplier Commit via Excel Attachment

To create supplier, Commit via Excel Attachment, follow the 3-step flow presented below:



Step 1: Save

From the “Forecast Alert” email, save the attached Excel file to your local drive

Step 2: Excel

1. Open the saved Excel file from your local drive.

- a) The Excel columns represent the User Interface fields.
- b) Each row contains information about Collaboration-Time Bucket.
- c) Insert values in Date (Commit), Supplier Qty (Commit) and Inventory Commit columns. It is allowed to split the quantity and provide different Forecast Commit date.

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

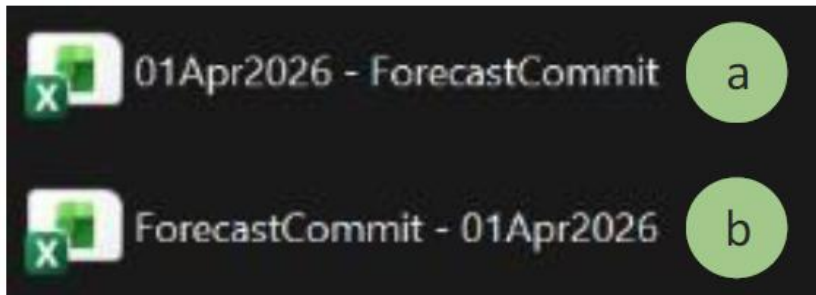
d) Columns in yellow are marked for your extra attention.

e) Do not rearrange or delete the columns. You can hide columns that you are not going to fill in and display only the required columns that you want to edit.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	#0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
2	#*Flex Company ID	*Flex Item No.	Manufacture r Part No.	Order Method	*Forecast Type	Date commit type	*Date	*Flex Qty	*Supplier Qty	Quantity UOM	Inventor y OH	*Inventor y Commit	Warehous e	Buyer Name	Buyer Email	Item Revision	Incoter m	Named Place	Docume nt ID	SMIREF	Flex String PIT 1
3	9000	ROWH-22000	IDM-B900-089	FLT	ConsumptionCom	ETA	09/02/2026	200		EA			J11101	Faiz	faizzudin.n.X2		DDP SUZHOU, CN		2011SFZ9000A20251105144221		
4	9000	ROWH-2200027-10			ConsumptionCom	Commit	09/02/2026	9													
5	9000	ROWH-2200027-10			ConsumptionCom	Commit	16/02/2026	9													
6	9000	ROWH-22000	IDM-B900-089	FLT	ConsumptionCom	ETA	24/02/2026	150		EA			J11101	Faiz	faizzudin.n.X2		DDP SUZHOU, CN		2011SFZ9000A20251105144221		
7	9000	ROWH-22000	IDM-B900-089	FLT	ConsumptionCom	ETA	02/03/2026	200		EA			J11101	Faiz	faizzudin.n.X2		DDP SUZHOU, CN		2011SFZ9000A20251105144221		
8	9000	SRWH-22002	IDM-B900-089	FLT	ConsumptionCom	ETA	09/02/2026	200		EA			J11101	Faiz	faizzudin.n.X2		DDP SUZHOU, CN		2011SFZ9000A20251105144221		
9	9000	SRWH-22002	IDM-B900-089	FLT	ConsumptionCom	ETA	17/02/2026	122		EA			J11101	Faiz	faizzudin.n.X2		DDP SUZHOU, CN		2011SFZ9000A20251105144221		

2. Once you finalize all the Excel updates, save the file. The Excel file name must always begin with **“ForecastCommit”** – name modifications may only be applied as a suffix.

- a) **Unacceptable** name format example.
- b) **Acceptable** name format.



Step 3: Reply

1. From the “Forecast Alert” email, click **Reply**.

2. In your reply email:

a) Attach the **updated Excel file**.

b) Do not change the **“To” field**.

c) Do not change or delete the **reference number** on the subject line. The subject line modifications can only be applied to the text before the [Ref:...].

d) The body of the email can remain blank.

3. Click **Send**.

The screenshot shows an email reply form with the following elements and annotations:

- Send button:** A button with a paper plane icon and the word "Send" below it, circled in green with the number "3".
- To field:** A text input field containing "ix" followed by ".com:", circled in green with the letter "b".
- Cc field:** An empty text input field.
- Bcc field:** An empty text input field.
- Subject field:** A text input field containing "RE: Flex Site-9000 BP-LTSFZ9000A Long Tail Forecast Alert [staging] [Ref:f8d72a3f-aab6-4ed2-a487-d3450a4a97d9]", where the reference ID is highlighted with a green box and circled in green with the letter "c".
- Attachment:** An attachment icon (Excel file) with the text "ForecastCommit - 01Apr2026.xlsx" and "9 KB" below it, circled in green with the letter "a".
- Body:** A large empty text area at the bottom, circled in green with the letter "d".

View Forecast/Inventory Via Simplified UI

Search Forecast/Inventory

To search for Forecast/Inventory information:

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

The screenshot shows the 'Search Forecast/Inventory' page. At the top, there is a breadcrumb trail: 'Demand Collaboration' > 'Forecast/Planning' > 'Search Forecast/Inventory'. A 'Job Status' icon is in the top right. Below the breadcrumb 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. The left column includes 'Flex Company ID', 'Flex Item No', 'Supplier ID' (with a blue chip 'SPZ01032C' and a close 'x' button), and 'Item Category'. The right column includes 'Flex Company Name', 'Flex Item Description', 'Supplier Name', and 'Data Existence Filter'. At the bottom left, there are 'Search' and 'Reset' buttons. Three green callout boxes with numbers are present: '3' is above the 'Search' button, '4' is above the 'Reset' button, and '2' is a larger circle with four arrows pointing to the 'Supplier ID', 'Flex Item No', 'Flex Item Description', and 'Data Existence Filter' fields.

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	SPZ01032C		
<input checked="" type="checkbox"/>		2011	Flextronics Electronics Technology	NS-SPZ01032C-15	Description of NS-SPZ01032C-15	SPZ01032C		
<input checked="" type="checkbox"/>		2011	Flextronics Electronics Technology	NS-SPZ01032C-14	Description of NS-SPZ01032C-14	SPZ01032C		
<input checked="" type="checkbox"/>		2011	Flextronics Electronics Technology	NS-SPZ01032C-13	Description of NS-SPZ01032C-13	SPZ01032C		
<input type="checkbox"/>		2011	Flextronics Electronics Technology	NS-SPZ01032C-12	Description of NS-SPZ01032C-12	SPZ01032C		
<input type="checkbox"/>		2011	Flextronics Electronics Technology	NS-SPZ01032C-11	Description of NS-SPZ01032C-11	SPZ01032C		
<input type="checkbox"/>		2011	Flextronics Electronics Technology	ITL5G-A36096-130	CAPC,X5R,0402,1.00UF,25.00V,+/-	SPZ01032C		

[gear icon] [download icon]

[Export]

[File Download]

Demand Inventory Overview [dropdown] [View]

[scroll bar]

[<] [>]

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, a search filter panel is open, showing various input fields for search criteria. A green box highlights the filter panel, and a green circle with the number '2' is placed over the 'Search' button. A green circle with the number '1' is placed over the filter icon in the top right of the search panel. A dashed arrow points from the filter icon to the search tip text.

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.

Search Fields:

- Flex Company ID
- Flex Company Name
- Flex Item No
- Flex Item Description
- Supplier ID (Selected: SPZ01032C)
- Supplier Name

Main Data Table:

		Default - 31/03/2026 -- 22/04/2028 All bucket dates are in system time.						Total	
		30/03/2026	06/04/2026	13/04/2026	20/04/2026	27/04/2026	04/05/2026	11/05/2026	1
2011 // ITLSG-A36096-130 // 2011									
Supplier ID	Forecast								0
SPZ01032C	Previous Period Forecast								0
Supplier Item	Supplier Commit								0
ITLSG-A36096-130	Previous Period Supplier Commit								0
Supplier Site	Flex Inventory								0
SPZ01032C	Supplier Inventory								0
	Excess Shortage Commit								0
	Forecast - Forecast Alert								0
2011 // NS-SPZ01032C-11 // 2011									
Supplier ID	Forecast	200							0
SPZ01032C	Previous Period Forecast								0
Supplier Item	Supplier Commit								0
NS-SPZ01032C-11	Previous Period Supplier Commit								0
Supplier Site	Flex Inventory								0
SPZ01032C	Supplier Inventory								0
	Excess Shortage Commit								0
	Forecast - Forecast Alert								0

Provide Supplier Commit via Simplified UI

To provide Supplier Commit via Simplified UI:

1. From the “Forecast Alert” email, click the Simplified UI link. You will be redirected to the Multi-Collab View page, which contains all Collaborations pending Supplier Commit
2. On the Multi-Collab View page, 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.

Note: the Inventory Commit update is optional.

5. Click Save to save the entries. Alternatively, click Save and Close to save the entries and close the window.
6. Click Reset to reset the entries.
7. To delete the entries, select the row(s) from the list using checkboxes and click Delete.
8. Click Close to close the window.

Multi-Collab View Collabs 1 - 5 of 7

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

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	S	ITL5G-A36096-130	CAPC,X5R,0402,1.00UF,25.00V,+/

PIT Detail Page 1 of 1 : 2 Records

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

+ Add Row

Save, Save and Close, Delete, Save

Go To Page, Jump, Records Per Page 50



Collab Discussions

To access a Collab Discussion:

1. Navigate to the Collaboration Selector page.

or

2. Navigate to the Multi-Collab View page.

3. Click the **Discussions icon** next to the Collaboration.

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

The screenshot displays the 'Collaboration Selector' interface. At the top, there are navigation tabs: 'Demand Collaboration', 'Forecast/Planning', 'Search Forecast/Inventory', and 'Collaboration Selector' (highlighted with a green circle '1'). Below the tabs is a search bar and a 'Save Search' button. The main area 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 'Discussions' icon in the first column. A second, larger screenshot of the 'Collaboration Selector' table is overlaid below, showing a list of collaborations. A green circle '4' highlights the 'Discussions' icon in the first column of this table. To the right, a 'General Discussion' panel is open, showing a message from 'MB' with the text 'Buyer message 623031' and a 'Reply' button. Below it, another message from 'MB' with the text 'supp response 623031' and a 'Reply' button is visible. The panel also shows a date '2026/03/13' and a 'Watch' toggle set to 'On'. At the bottom of the panel, there is a text input field with the placeholder 'Type a new message...' and a 'Send' button.

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

Multi-Collab View

Collabs 1 - 1 of 1

Details	Demand Inventory Overview	Past Due	Default - 31/03/2026 - 22/04/2028		
			30/03/2026	06/04/2026	13/04/2026
2011	ROWH-2200027-10	2011			
Supplier ID	Forecast				0
SPZ01032C	Previous Period Forecast				
Supplier Item	Supplier Commit				
ROWH-2200027-10	Previous Period Supplier Commit				
Supplier Site	Flex Inventory				
SPZ01032C	Supplier Inventory				
	Excess Shortage Commit				
	Forecast- Forecast Alert				

Update Reset

General Discussion

2011 SPZ01032C 2011 ROWH-...

Watch

2026/03/13

MB M a 03/13 11:00 AM
Buyer message 623031
Reply

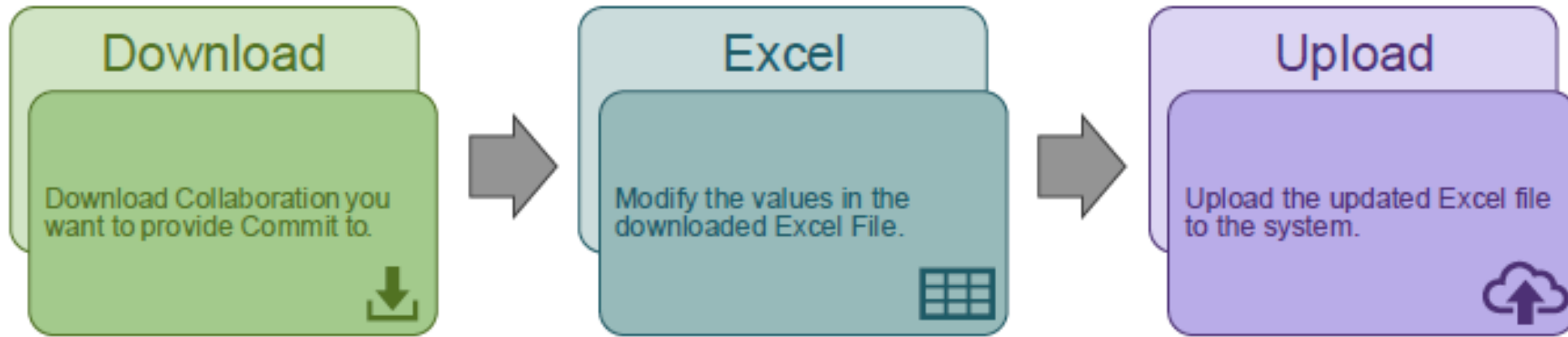
MB M a 03/13 11:01 AM
supp response 623031
Reply

Type a new message...

Page 5

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	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	

Step 3: Upload

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

4. Exceptions

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:



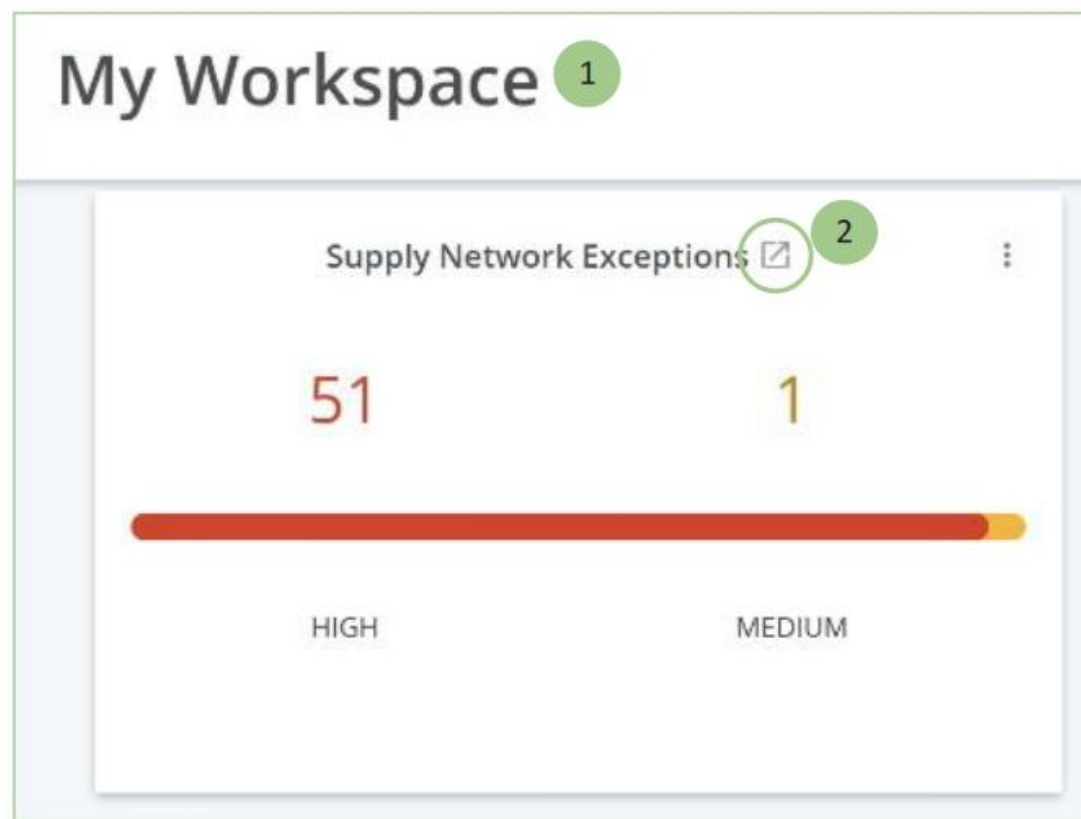
- Green – low severity: < 2 days
- Amber – medium severity: 2 days -5 days
- Red – high severity: > 5 days

View Exceptions

View Exceptions via My Workspace

To view the Exceptions via My Workspace:

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



- a. The **total** represents the total number of Objects/Collaborations affected by an exception.
- b. The **color-coded bubbles** represent the number of Objects/Collaborations affected by an exception in a specific severity.

3. Click on **total** or **color-coded bubble** to view a list of affected items on the *Problem List*

