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 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

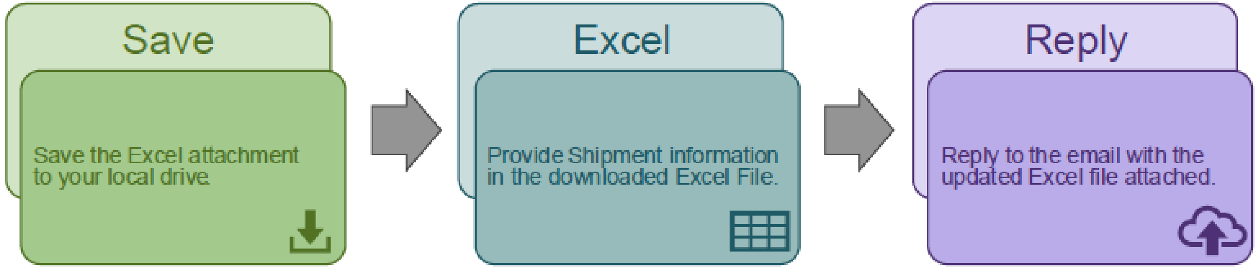
Need Help on how to respond to this email or use Portal Click here to access the training material

Have technical issue? e2opensupport@flex.com

Confidential

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

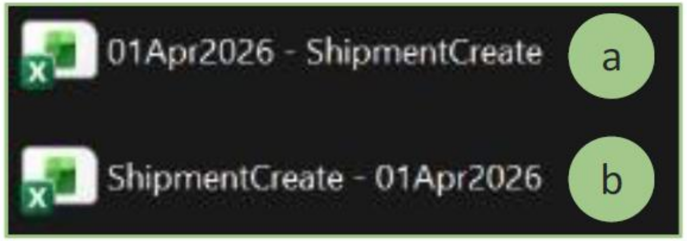
Note: rows without ‘Yes’ in Actioned column will not be processed by the system.

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	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	#0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
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)	*Packing Slip Number	*Tracking Reference Number (HDR)	Tracking Reference Identifier	Shipment Transportation Mode	Carrier
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	12345	6789	AW	Air	CHP
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	12345	6789			
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	12345	6789			

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.



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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:…].

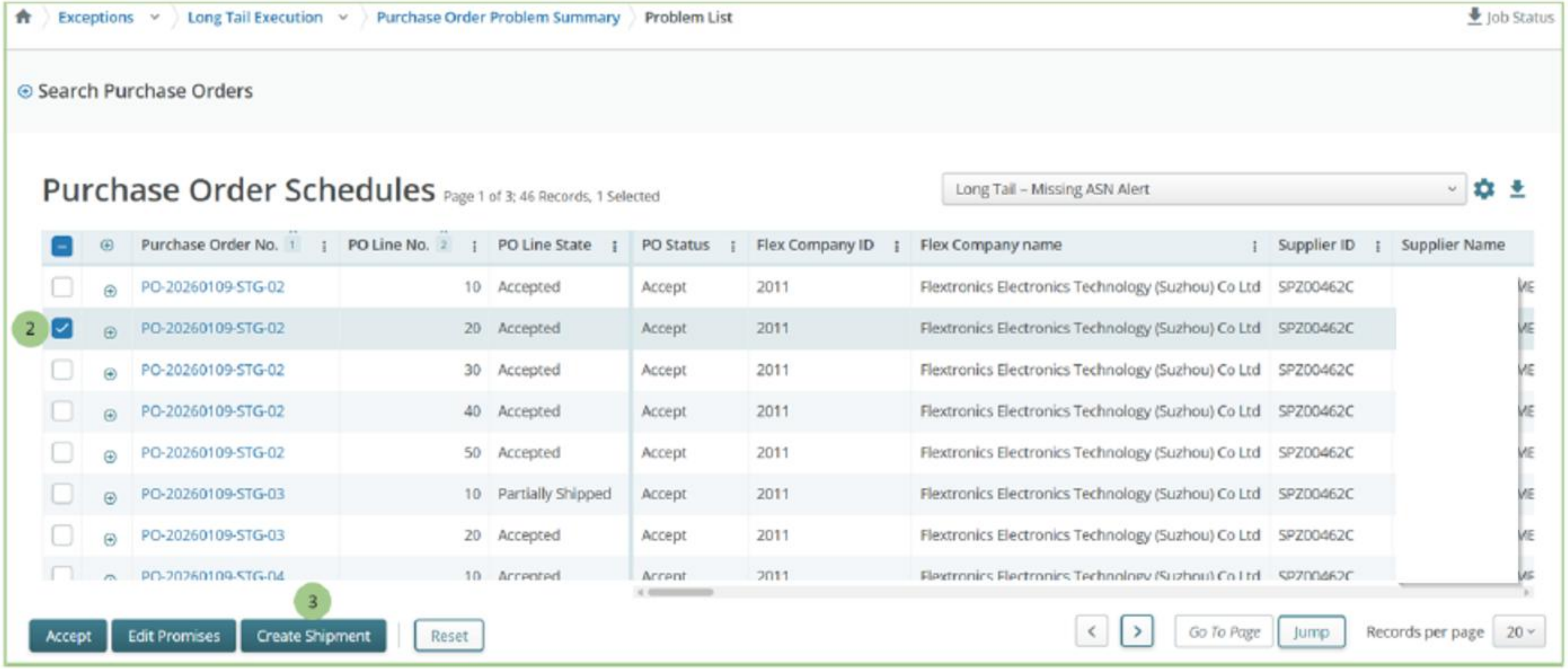
d) The body of the email can remain blank.

3.Click **Send**.

Shipment Creation via Simplified UI

To create Shipments via Simplified UI:

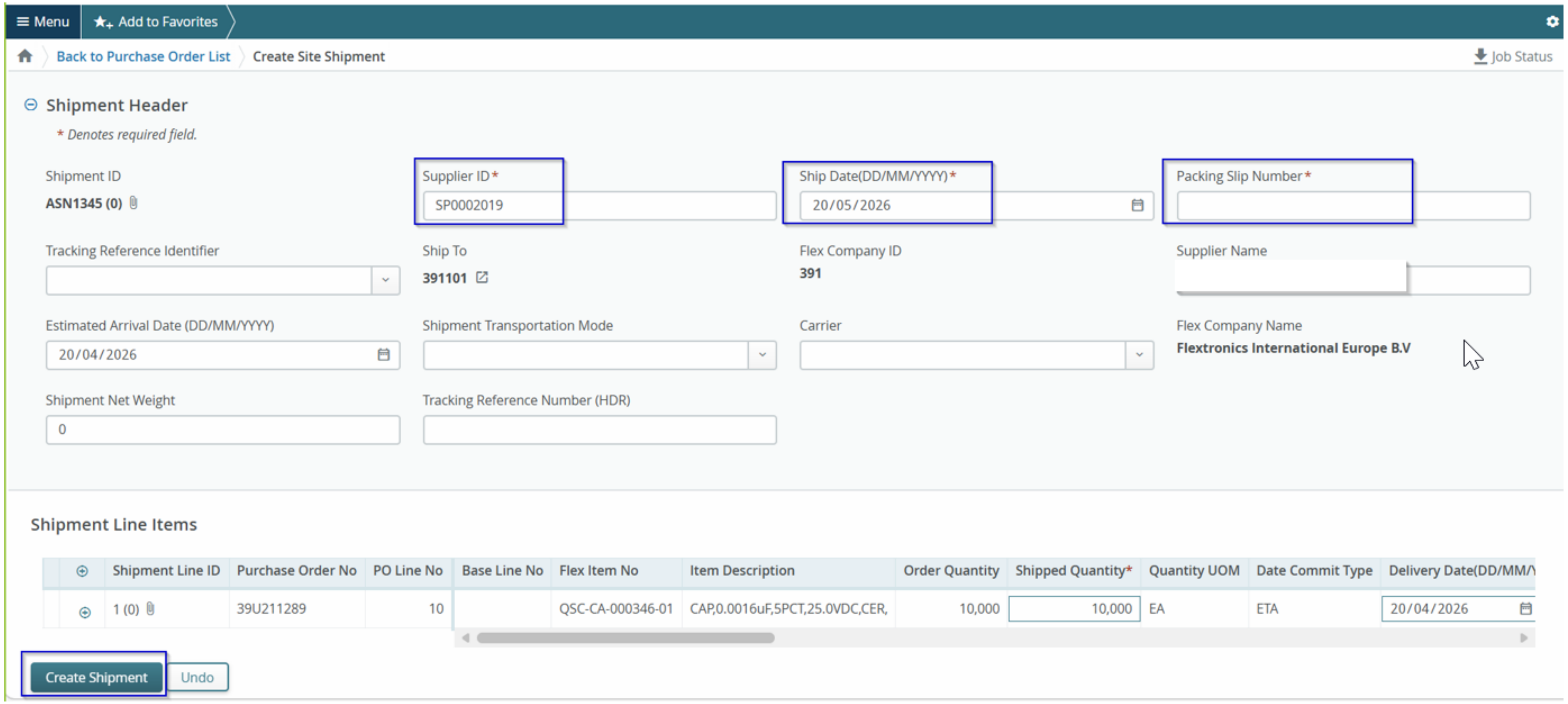
1. From the “Missing ASN Alert” email, click the Simplified UI link. You will be redirected to the Problem List page, which contains all Purchase Orders pending Shipment creation.
2. On the Problem List Page, select Purchase Order(s) you want to create the Shipment for using **checkboxes**.
3. Click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



3. Forecast/Inventory Collaboration

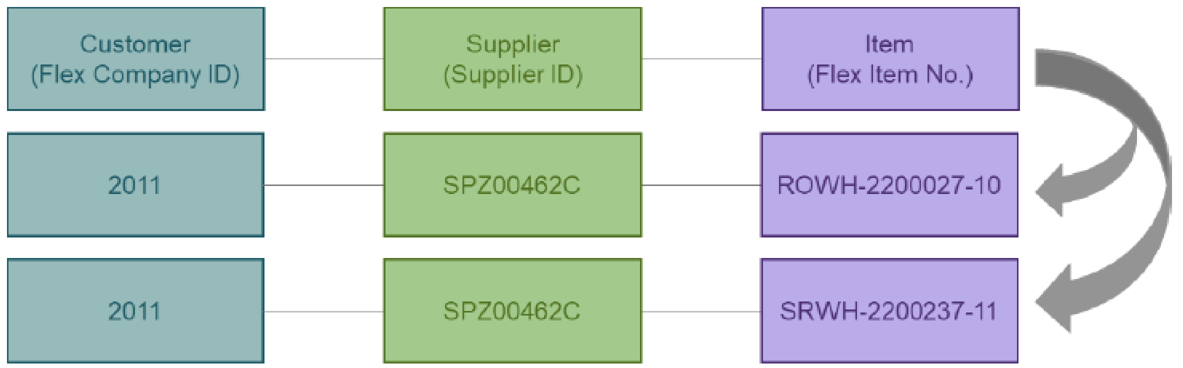
Forecast/Inventory Collaboration Overview

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**.

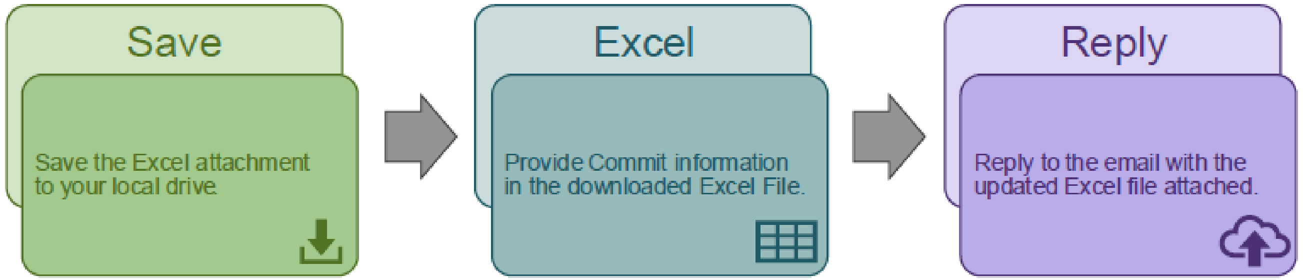
A typical "Forecast Alert" email has the following layout:

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.

Long Tail Supplier Commit - Provide Supplier Commit via Excel Attachment

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

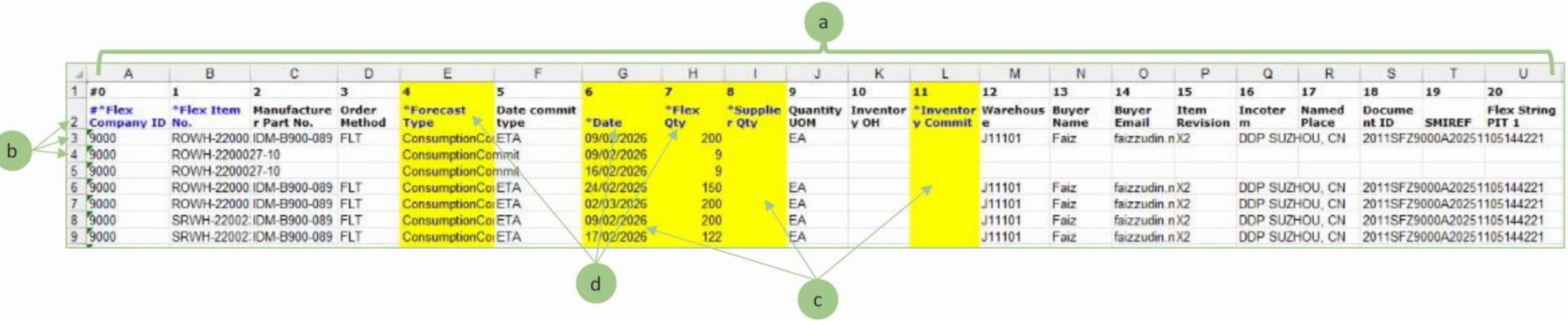


Step 1: Save
From the "Forecast Alert" email, save the attached Excel file to your local drive

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.

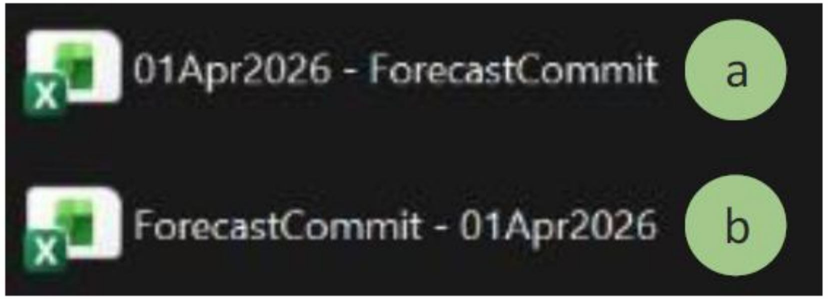
d) Columns in yellow are marked for your extra attention.
e) Do not rearrange or delete the columns. You can hide columns that you are not going to fill in and display only the required columns that you want to edit.



	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.	Manufacturer Part No.	Order Method	*Forecast Type	Date commit type	*Date	*Flex Qty	*Supplier Qty	Quantity UOM	Inventory OH	*Inventory Commit	Warehouse	Buyer Name	Buyer Email	Item Revision	Incoterm	Named Place	Document ID	SMIREF	Flex String PIT 1
3	9000	ROWH-22000	IDM-B900-089	FLT	ConsumptionCo	ETA	09/02/2026	200		EA			J11101	Faiz	faizzudin.n	X2	DDP SUZHOU, CN		2011SFZ9000A20251105144221		
4	9000	ROWH-2200027-10			ConsumptionCommit		09/02/2026	9													
5	9000	ROWH-2200027-10			ConsumptionCommit		16/02/2026	9													
6	9000	ROWH-22000	IDM-B900-089	FLT	ConsumptionCo	ETA	24/02/2026	150		EA			J11101	Faiz	faizzudin.n	X2	DDP SUZHOU, CN		2011SFZ9000A20251105144221		
7	9000	ROWH-22000	IDM-B900-089	FLT	ConsumptionCo	ETA	02/03/2026	200		EA			J11101	Faiz	faizzudin.n	X2	DDP SUZHOU, CN		2011SFZ9000A20251105144221		
8	9000	SRWH-22002	IDM-B900-089	FLT	ConsumptionCo	ETA	09/02/2026	200		EA			J11101	Faiz	faizzudin.n	X2	DDP SUZHOU, CN		2011SFZ9000A20251105144221		
9	9000	SRWH-22002	IDM-B900-089	FLT	ConsumptionCo	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.



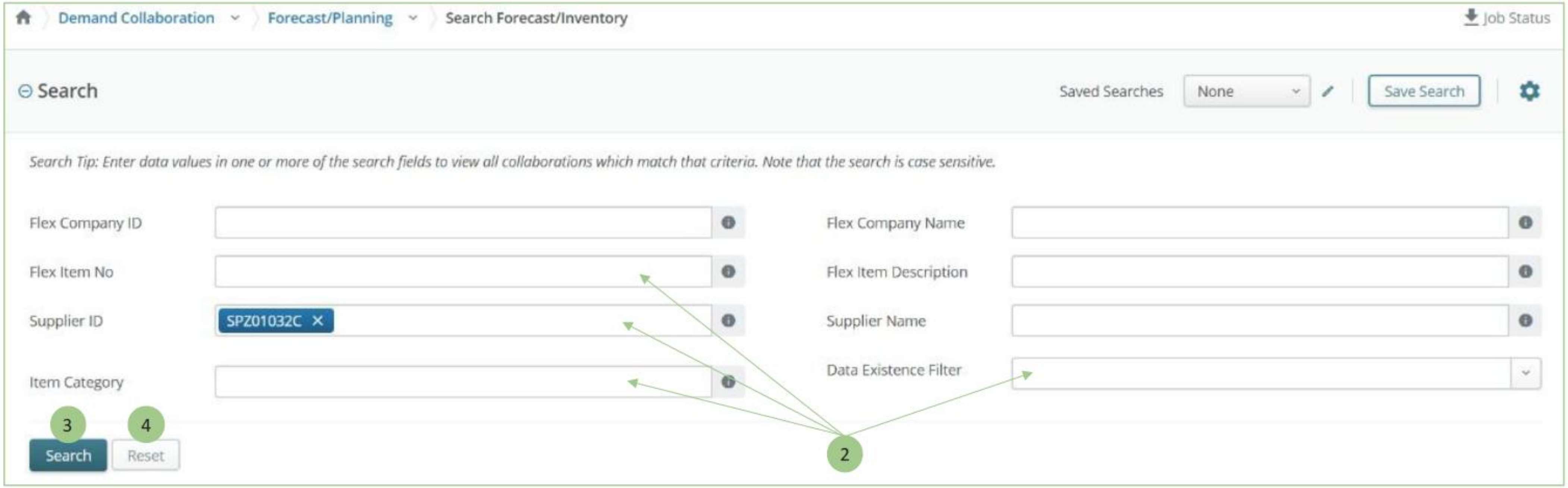
Step 3: Reply

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**.

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.



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Collaboration Selector

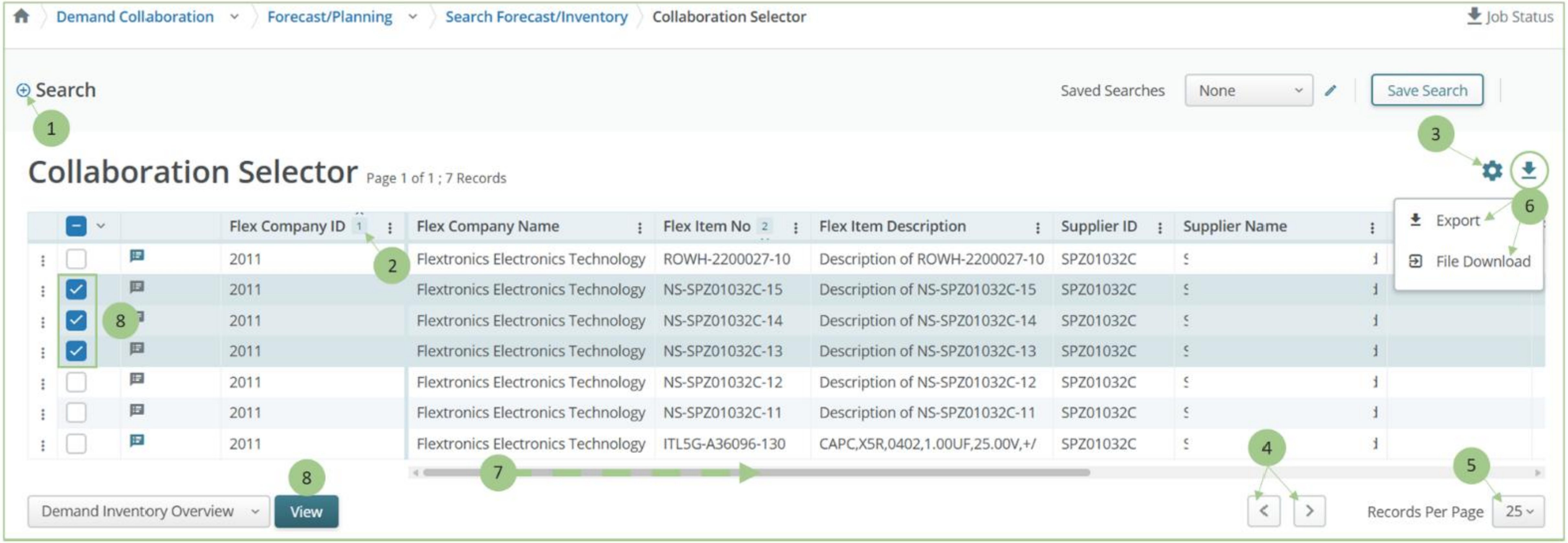
Collaboration Selector page lists Collaborations found based on criteria provided on *Search Forecast/Inventory* page.

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.

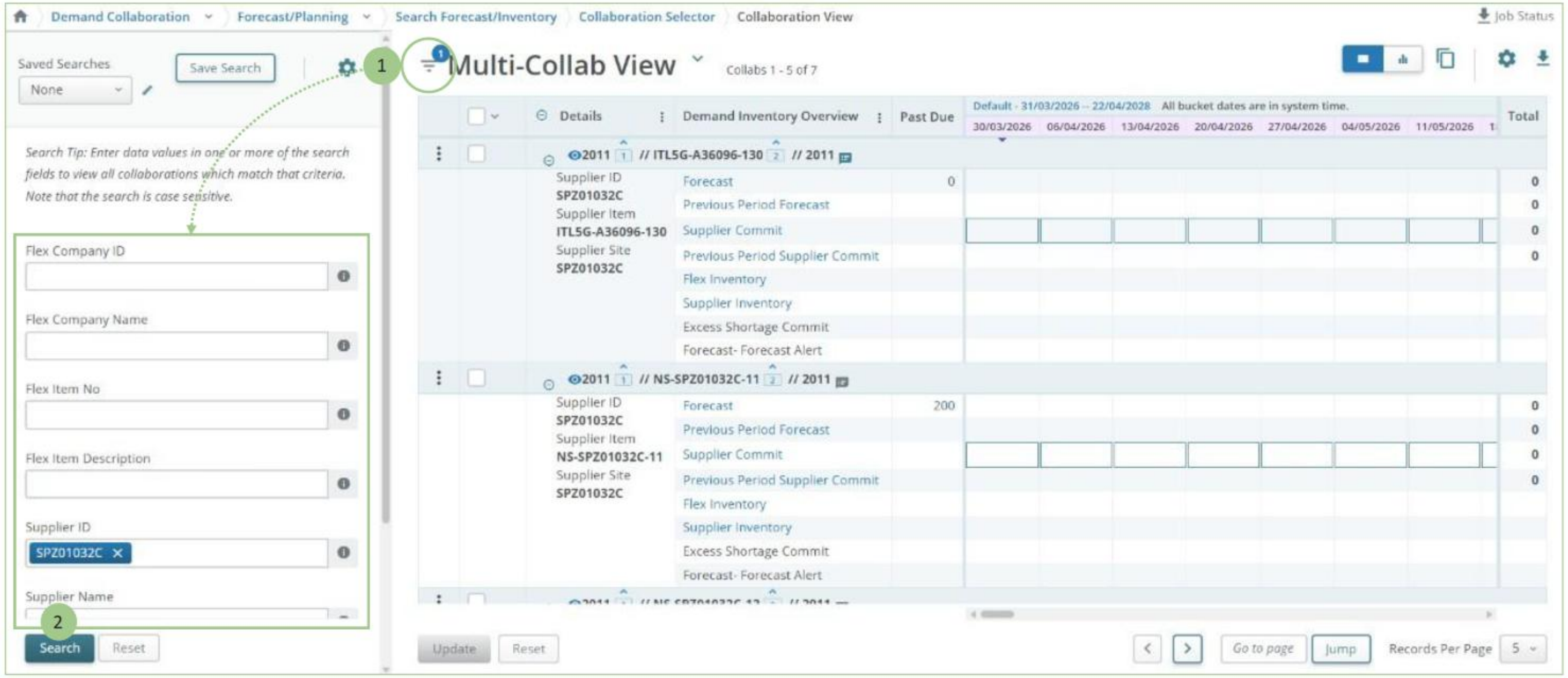

Demand Collaboration
Forecast/Planning
Search Forecast/Inventory
Collaboration Selector
Job Status
Search
Saved Searches
None
Save Search
Collaboration Selector
Page 1 of 1 ; 7 Records
Export
File Download
Flex Company ID
Flex Company Name
Flex Item No
Flex Item Description
Supplier ID
Supplier Name
2011
Flextronics Electronics Technology
ROWH-2200027-10
Description of ROWH-2200027-10
SPZ01032C
NS-SPZ01032C-15
Description of NS-SPZ01032C-15
NS-SPZ01032C-14
Description of NS-SPZ01032C-14
NS-SPZ01032C-13
Description of NS-SPZ01032C-13
NS-SPZ01032C-12
Description of NS-SPZ01032C-12
NS-SPZ01032C-11
Description of NS-SPZ01032C-11
ITL5G-A36096-130
CAPC,X5R,0402,1.00UF,25.00V,+/
Demand Inventory Overview
View
Records Per Page
25
1
2
3
4
5
6
7
8

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.



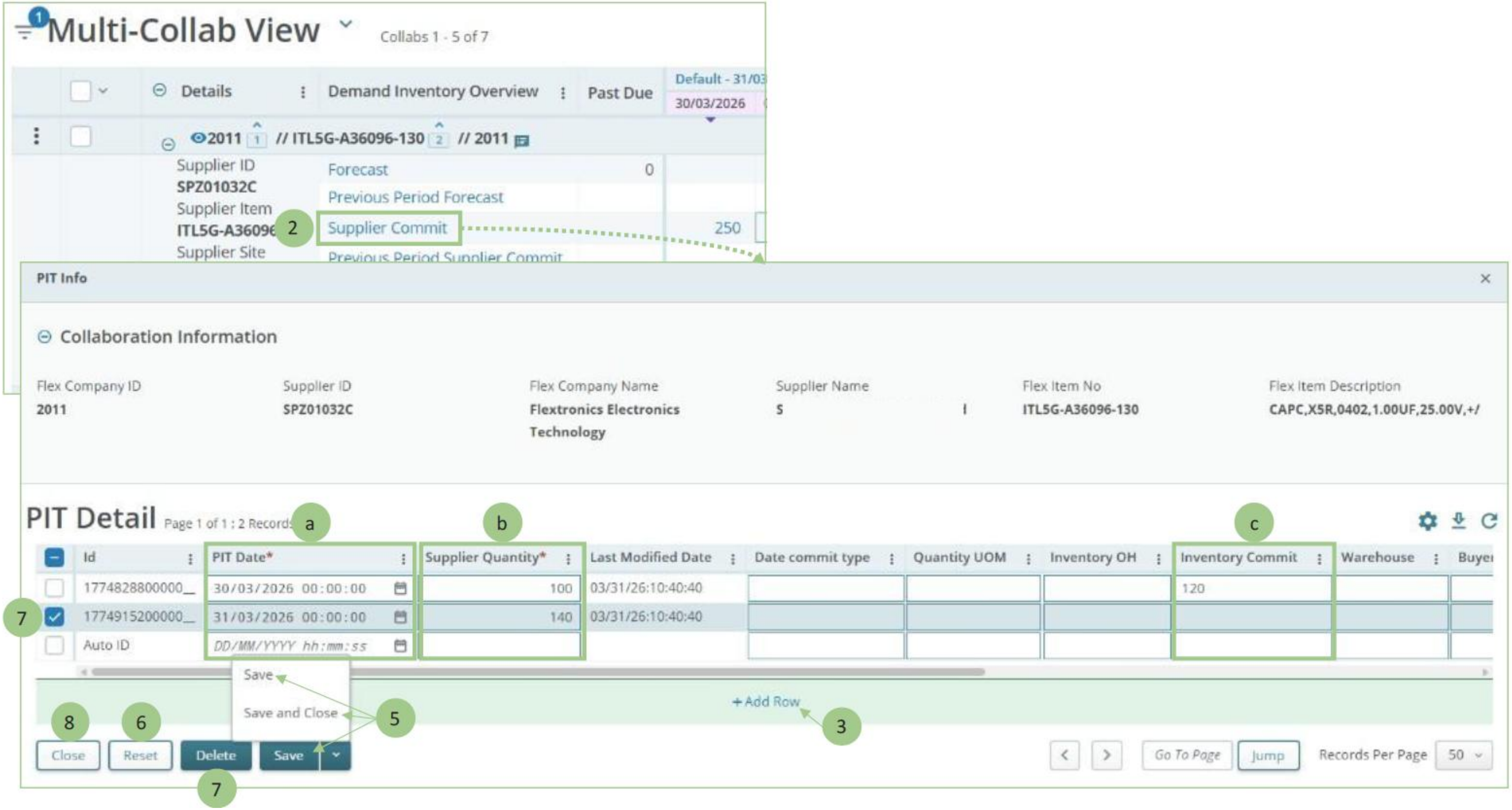
Provide Supplier Commit via Simplified UI

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.

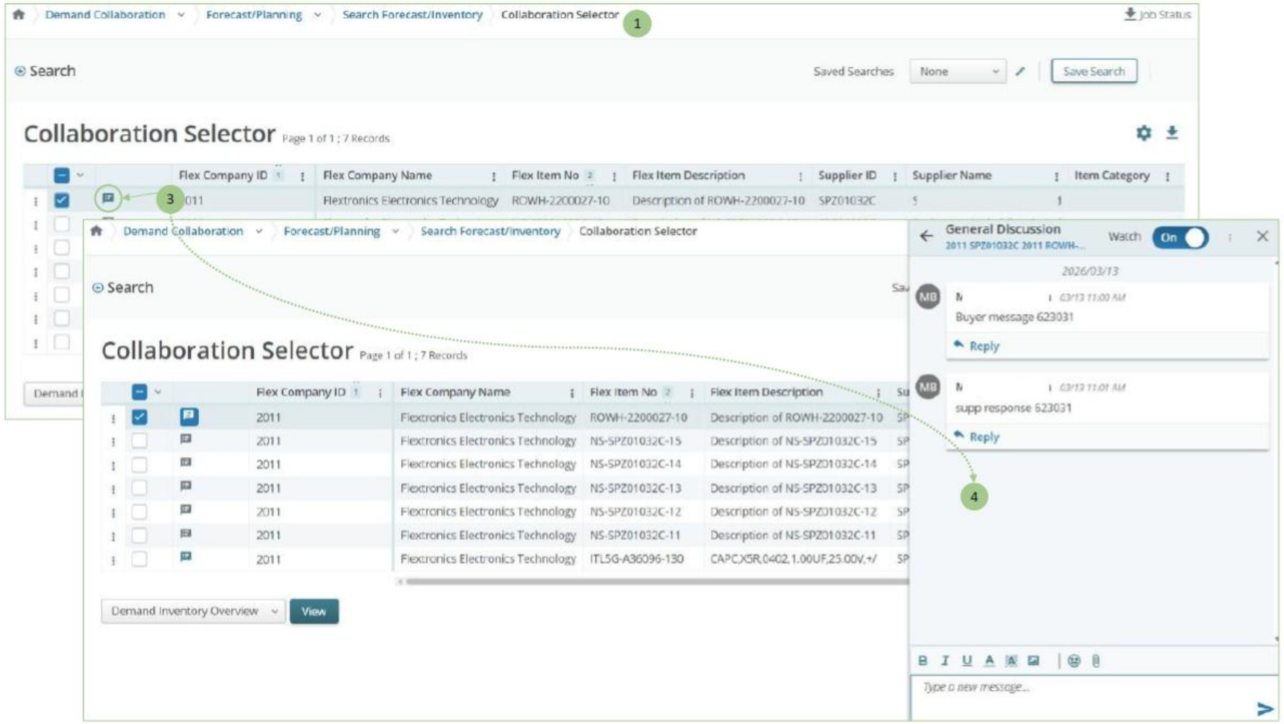
5. Click Save to save the entries. Alternatively, click Save and Close to save the entries and close the window.
6. Click Reset to reset the entries.
7. To delete the entries, select the row(s) from the list using checkboxes and click Delete.
8. Click Close to close the window.

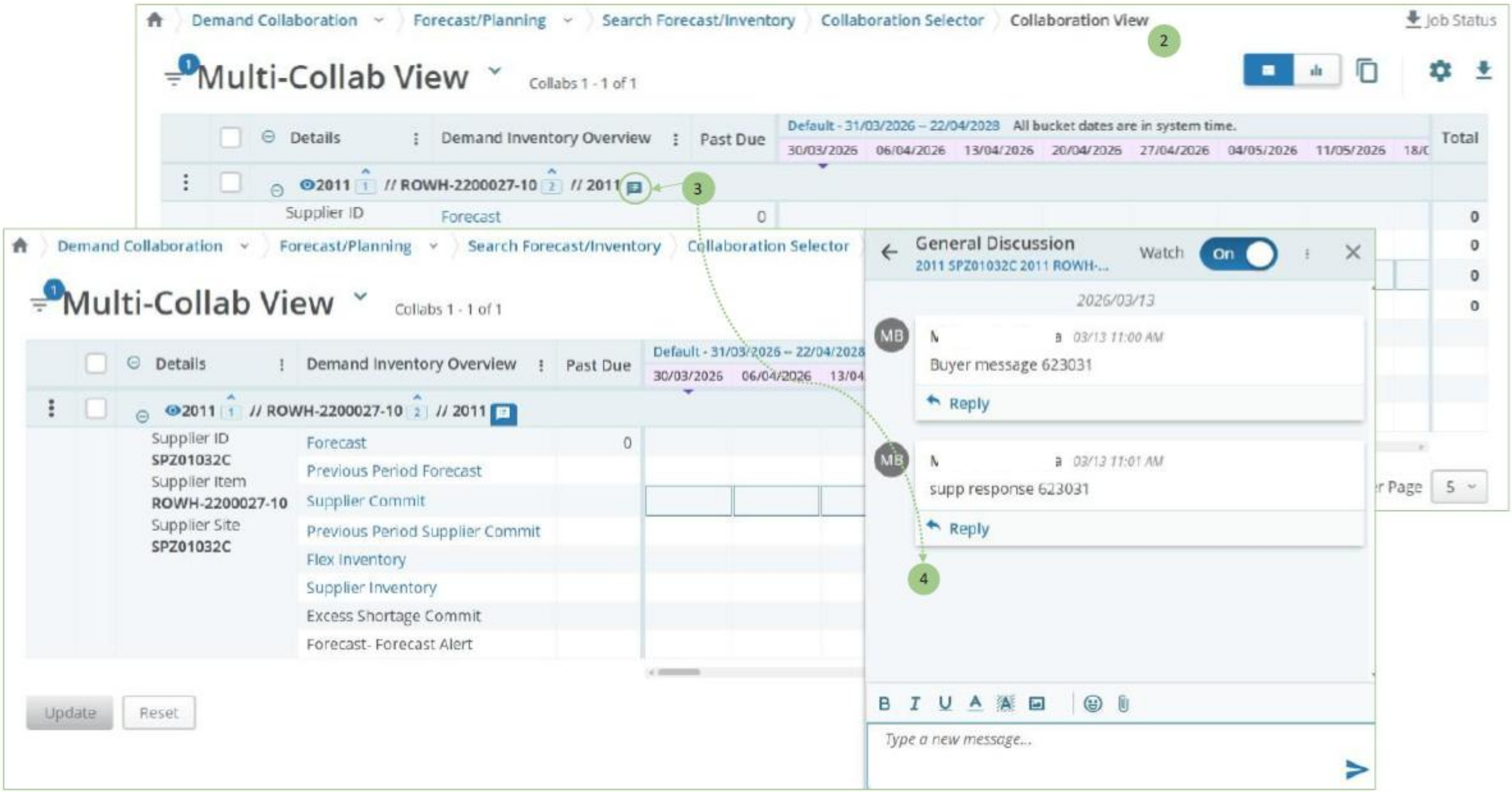

Multi-Collab View
Collabs 1 - 5 of 7
Details
Demand Inventory Overview
Past Due
Default - 31/03
30/03/2026
2011 // ITL5G-A36096-130 // 2011
Supplier ID
SPZ01032C
Supplier Item
Supplier Site
Forecast
0
Previous Period Forecast
Supplier Commit
250
Previous Period Supplier Commit
PIT Info
Collaboration Information
Flex Company ID
2011
Supplier ID
SPZ01032C
Flex Company Name
Flextronics Electronics Technology
Supplier Name
Flex Item No
ITL5G-A36096-130
Flex Item Description
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
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
Save
Save and Close
+ Add Row
Close
Reset
Delete
Save
Go To Page
Jump
Records Per Page
50
1
2
3
5
6
7
8
a
b
c

Collab Discussions

To access a Collab Discussion:

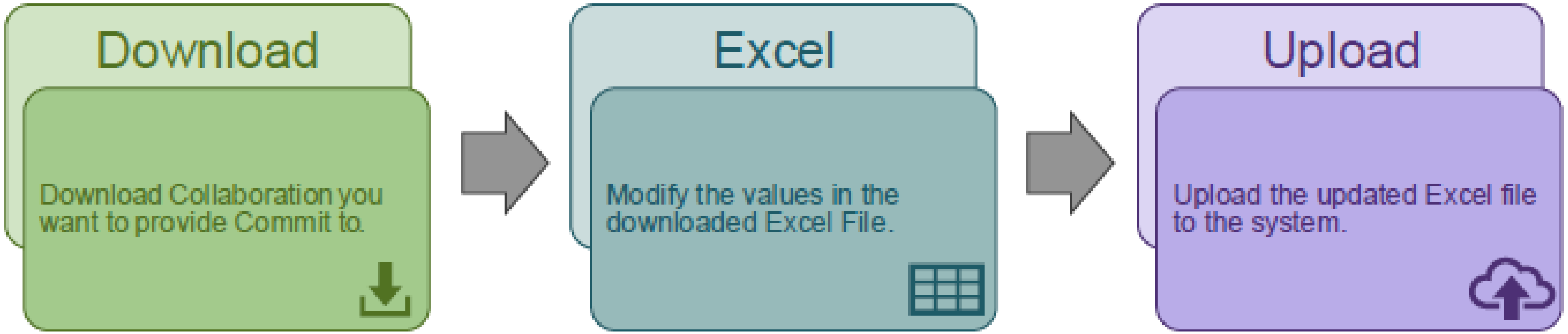
1.Navigate to the Collaboration Selector page.
or
2.Navigate to the Multi-Collab View page.
3.Click the **Discussions icon** next to the Collaboration.
4.The *Discussions Panel* opens. Use the *Discussions Panel* to initiate a new or continue the existing discussion.




Demand Collaboration
Forecast/Planning
Search Forecast/Inventory
Collaboration Selector
Collaboration View
Job Status
2
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
Total
2011 // ROWH-2200027-10 // 2011
3
Supplier ID
SPZ01032C
Supplier Item
ROWH-2200027-10
Supplier Site
SPZ01032C
Forecast
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
On
2026/03/13
03/13 11:00 AM
Buyer message 623031
Reply
03/13 11:01 AM
supp response 623031
Reply
4
Type a new message...

Provide Supplier Commit via Excel

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



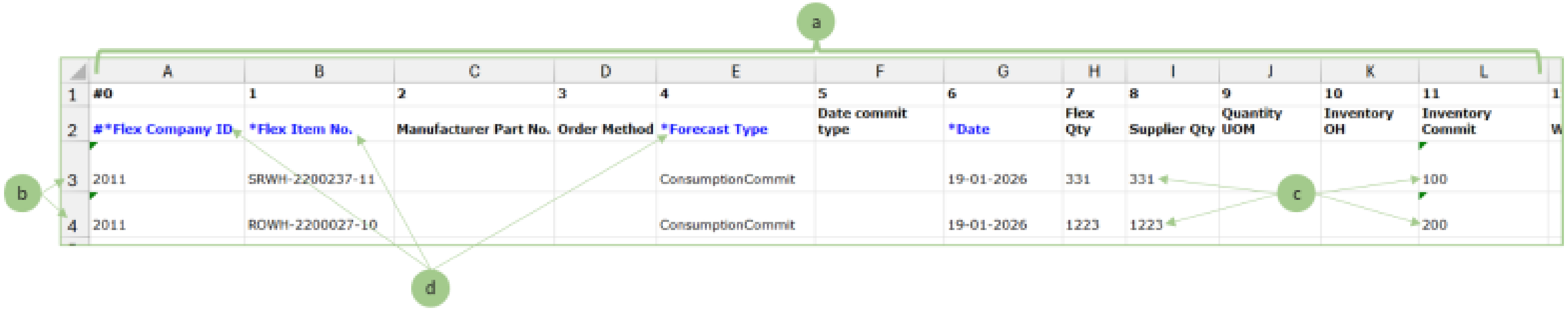
Step 1: Download

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.

a. The Excel **columns** represent the User Interface fields.
b. Each **row** contains information about Collaboration-Time Bucket.
c. Insert values in **Supplier Qty** (Commit) and **Inventory Commit** columns. It is allowed to split the quantity and provide different Forecast Commit date.
Note: the Inventory Commit update is optional. If Inventory Commit is provided, it should be entered in the first row for each item.
d. Columns **in blue and with asterisk (*)** are mandatory.
e. Do not rearrange or delete the columns. You can hide columns that you are not going to fill in and display only the required columns that you want to edit.



	A	B	C	D	E	F	G	H	I	J	K	L
1	#0	1	2	3	4	5	6	7	8	9	10	11
2	#*Flex Company ID	*Flex Item No.	Manufacturer Part No.	Order Method	*Forecast Type	Date commit type	*Date	Flex Qty	Supplier Qty	Quantity UOM	Inventory OH	Inventory Commit
3	2011	SRWH-2200237-11			ConsumptionCommit		19-01-2026	331	331			100
4	2011	ROWH-2200027-10			ConsumptionCommit		19-01-2026	1223	1223			200

Step 3: Upload

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

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

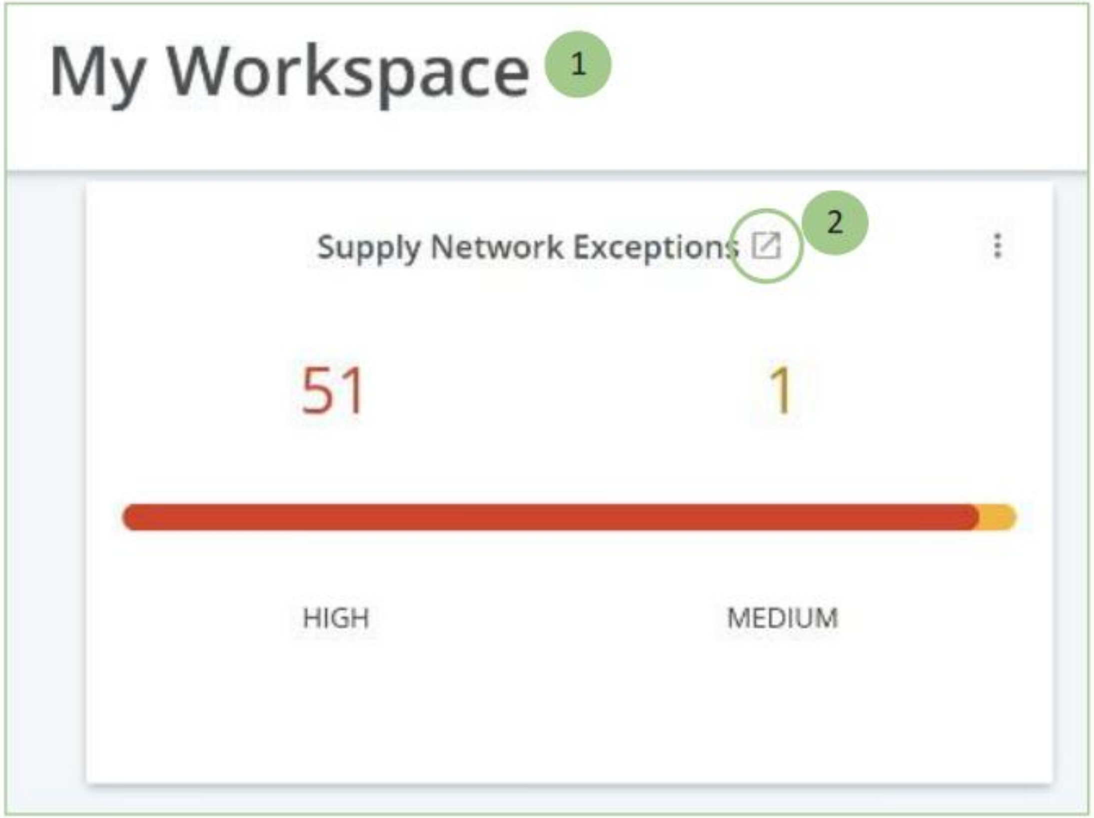
A severity level is associated with each generated exception to help you to prioritize and manage alerts in the event list. Severity levels are color-coded for easy identification.
Color coding for three severity levels:

- 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*