



E2open Supplier LT – Purchase order User Guide Overview

Session Objective: To enable suppliers to review and provide responses to Purchase order

Agenda:

1. Long Tail Collaboration Overview
2. Purchase Order Email Alerts
3. Purchase Order Response via Excel Attachment
4. Purchase Order Response via Simplified UI
5. Additional Features
6. Q & A

1. Long Tail Collaboration Overview

The Long Tail Partner Collaboration enables Suppliers to collaborate without full system access. All collaboration is driven by email alerts and supported by a Simplified User Interface and Excel attachments.

As a Long Tail Partner, you can:

- Respond to Purchase Orders,
- Create Shipments (ASNs),
- Provide Forecast and Inventory Commit.

When an action is required, you receive an email notification. It can be: “New/Open Purchase Order Alert”, “Missing ASN Alert”, or “Forecast Alert”.

2. Purchase Order Email Alerts

“New/Open Purchase Order Alert” emails will be sent from **mailer@services.e2open.com**.

A typical “New/Open Purchase Order 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:

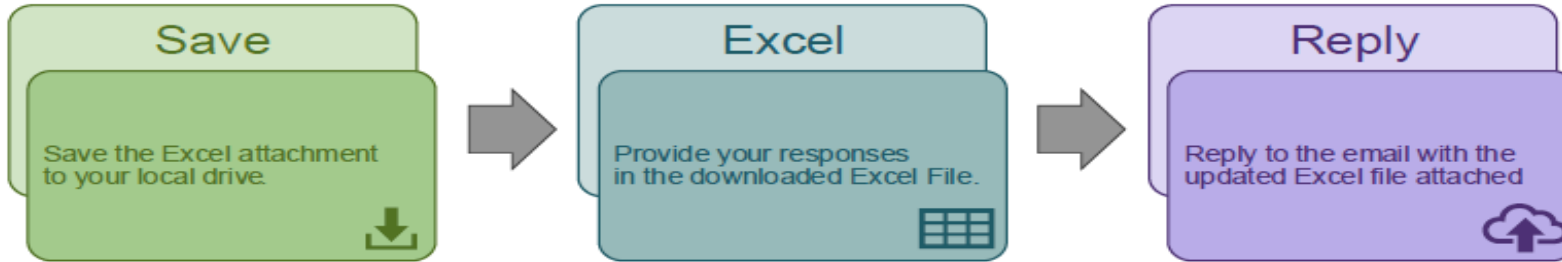
- 1:** Subject line: "New/Open Purchase Order Alert" and header: "flex New/Open Purchase Order Alert - Excel email".
- 2:** Summary table showing PO Status counts.
- 3:** Excel attachment: "DiscreteOrders.xlsx" (24 KB).
- 4:** Link to the Simplified UI: "Simplified UI".
- 5:** Link to the Standard User Interface: "Portal".

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

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3. Purchase Order Response via Excel Attachment

To provide the Purchase Order responses via Excel Attachment, follow the 3-step flow presented below:



Step 1: Save

From the “New/Open Purchase Order Alert” email, save the attached Excel file to your local drive.

Step 2: Excel

Open the saved Excel file from your local drive. The Excel columns represent the User Interface fields.

Each row contains information about Purchase Order Schedules.

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

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
2	# Flex Company ID	Action ID	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	Item Revision	Previous Order Quantity	Request Quantity	Promise Quantity
3	9000	1	1	LTPO-20012026-FZ-ST0015	1	0	30	27-01-2026	Open	ROWH-2200027-10	COVER TAPE, AR SERIES	X2	300.000000	300.000000	0.0
4	9000	1	1	LTPO-20012026-FZ-ST0016	1	0	30	27-01-2026	New	ROWH-2200027-10	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-2200027-10	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-2200027-10	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-2200027-10	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-2200027-10	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-2200027-10	COVER TAPE, AR SERIES	X2	300.000000	300.000000	0.0

To accept a Purchase Order:

a) In the Actioned column, type 'Yes' if you provide your confirmation.

Note: Rows without 'Yes' in Actioned column will not be processed by the system.

b) Update the Promise values in yellow highlighted fields: Promise Quantity, Promised Ship Date, Promised Delivery Date, Promised Price, and Promised Manufacturer Part No. These fields are prepopulated based on Flex requested data or your last commit data.

Note: Promised Ship Date and Promise Delivery Date are mandatory depending on the Date Commit Type:

- Promised Ship Date is mandatory for Date Commit Type "ETD",
- Promised Delivery Date is mandatory for Date Commit Type "ETA",
- Promised Delivery Date is mandatory for Date Commit Type "FETA" – Estimated time of arrival at a named place/port (Flex designated point of delivery).

The values you enter into the Promise fields affect the Purchase Order State transition as following:

- If the entered Promise values are equal to the Request values, the Purchase Order will be accepted as-is. This Purchase Order will transition to "Accepted" State and "Accept" Status. For Consumption Purchase Orders, the State transitions to "Received".
- If the entered Promise values are not equal to the Request values, the Purchase Order will be accepted with changes. This Purchase Order will transition to "Accepted with Changes" State and "AWC" Status, which then transitions to "Pending Approval" Status.

c) Optionally, you can also provide values in Supplier Notes to Buyer, Supplier SO No., Supplier SO Rev, and/or Supplier SO Position No. columns.

	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	

Promise Quantity can be less than or equal to 9 digits before decimal and 4 digits after decimal (Example : 123456789.1234)
Promised Price can be less than or equal to 9 digits before decimal and 6 digits after decimal (Example : 123456789.123456)

To split a Purchase Order Schedule into multiple promises

- a) Copy the Purchase Order Schedule row and paste it under the original one.
- b) Enter values in the desired Promise fields: Promise Quantity, Promised Ship Date, Promised Delivery Date, Promised Price, and/or Promised Manufacturer Part No.

Note: Promised Ship Date and Promise Delivery Date are mandatory depending on the Date Commit Type:

- Promised Ship Date is mandatory for Date Commit Type “ETD”,
 - Promised Delivery Date is mandatory for Date Commit Type “ETA”,
 - Promised Delivery Date is mandatory for Date Commit Type “FETA” – Estimated time of arrival at a named place/port (Flex designated point of delivery).
- c) The Promise ID values should remain unchanged.
 - d) In the Actioned column, type ‘Yes’.

	A	B	C	D	E	F	G	H	I	J	K
1	#0	1	2	3	4	5	6	7	8	9	10
2	#Flex Company ID	Actioned	Promise ID	Purchase Order No.	PO Line No.	PO Revision No.(line)	Base Line No.	PO Creation Date(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

To request for cancellation:

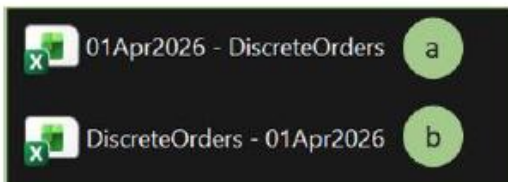
- Modify the Promise Quantity to 0.
- Do not modify any other Purchase Order values.
- In the Actioned column, type 'Yes'

	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

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

- Unacceptable** name format example.
- Acceptable** name format example.



Step 3: Reply

1. From the “New/Open Purchase Order 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:


- To:** m .com (Annotation: **b**)
- Cc:** (Empty)
- Bcc:** (Empty)
- Subject:** RE: Flex Site-9000 BP-LTSFZ9000A Long Tail New/Open Order Alert [staging] [Ref:c69131fc-f411-4d80-8121-e208fef25bc9] (Annotation: **c**)
- Attachments:** DiscreteOrders - 01Apr2026.xlsx (24 KB) (Annotation: **a**)
- Send Button:** (Annotation: **3**)
- Body:** (Empty, Annotation: **d**)

Success/Error Email Auto-Response

After replying to any of the Long Tail emails, you will receive one of two automated responses:

- a) **“Discrete orders were processed successfully”** – the process is successfully completed.
- b) **“An error has occurred during discrete order processing”**. This email type contains an explanation of the error. Correct the error accordingly and reply to the alert email again.

Subject: RE: Flex Site-2011 BP-SPZ00462C Long Tail New/Open Order Alert [staging] [Ref:f4ec216f-7771-4427-9072-a1f4c2438164]



flex


Discrete orders were processed successfully (ref: f4ec216f-7771-4427-9072-a1f4c2438164 - 3c62e529-19c04f6fe49).

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

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Subject: RE: Flex Site-2011 BP-SPZ00462C Long Tail New/Open Order Alert [staging] [Ref:81ee0ba8-8260-4a01-9993-d1a4fb5bc577]



flex

An error has occurred during discrete order processing (ref: 81ee0ba8-8260-4a01-9993-d1a4fb5bc577 - 3c62e529-19c26e6f2d9).

FAILED: Input value 1- cannot be parsed as a Float in row 0, column 25

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Standard Instructions

Detailed standard Instructions on how to respond to the excel file is available in the 'Standard Instructions' Sheet

A	B	C	D	E	F	G	H	I
	#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)
	9711			971105768	10	0		21/01/2026
	9711			971105769	10	0		21/01/2026
	9711			971105770	10	1		14/01/2026
	9711			971105771	10	1		14/01/2026
	9711			971105772	10	1		14/01/2026
	9711			971105773	10	1		14/01/2026
	9711			971105774	10	1		14/01/2026
	9711			971105775	10	1		14/01/2026
	9711			971105776	10	1		14/01/2026
	9711			971105776	11	1	10	20/01/2026
	9711			971105777	10	0		20/01/2026
	9711			971105782	10	0		20/01/2026
Mandatory or Conditional or Optional fields		Mandatory						
Description of field	Flex Company Code	Select "Yes" if action is taken for the respective PO	System-generated	Flex Purchase	PO line number	PO outbound	Original line reference in Flex ERP	PO creation date

DiscreteOrder

Standard Instructions

Specification

PO Failure MSG

+


:

4. Purchase Order Response via Simplified UI


To provide the Purchase Order responses via Simplified UI:


1. From the “New/Open Purchase Order Alert” email, click the **Simplified UI** link. You will be redirected to the *Problem List* page, which contains all Purchase Orders awaiting your response.

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: Sushant Kumar

Retention Policy | Inbox - 6 Months (6 months) | Expires 11/14/2026 | Mon 5/11

 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

Accept a Purchase Order

To accept a Purchase Order:

1. On the *Problem List Page*, enter the *Promise values* using **editable fields**. The editable Promises are:
 - a. **Promise Quantity,**
 - b. **Promised Ship Date,**
 - c. **Promised Delivery Date,**

Note: *Promised Ship Date* and *Promise Delivery Date* are mandatory depending on the **Date Commit Type**:

- Promised Ship Date is mandatory for Date Commit Type “ETD”,
 - Promised Delivery Date is mandatory for Date Commit Type “ETA”,
 - Promised Delivery Date is mandatory for Date Commit Type “FETA” – Estimated time of arrival at a named place/port (Flex designated point of delivery).
- d. **Promised Price,**
 - e. **Promised Manufacturer Part No.**

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		

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

Note: The values you enter into the Promise fields affect the Purchase Order State transition as following:

- If the entered Promise values are equal to the Request values, the Purchase Order will be accepted as-is. This Purchase Order will transition to “Accepted” State and “Accept” Status. For Consumption Purchase Orders, the State transitions to “Received”.
- If the entered Promise values are not equal to the Request values, the Purchase Order will be accepted with changes. This Purchase Order will transition to “Accepted with Changes” State and “AWC” Status, which then transitions to “Pending Approval” Status.

Optionally, you can also provide:

- a. **Supplier Notes to Buyer,**
- b. **Supplier SO No.,**
- c. **Supplier SO Rev,**
- d. **Supplier SO Position No**

3. Click **Accept**.

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

Search Purchase Orders

Purchase Order Schedules

Page 1 of 2; 32 Records, 1 Selected

Long Tail - New/Open Order Alert

<input type="checkbox"/>	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
<input type="checkbox"/>	LTPO-20012026-FZ-STG015	1	Open	Create				500
<input type="checkbox"/>	LTPO-20012026-FZ-STG016	1	New	Create				300
<input type="checkbox"/>	LTPO-20012026-FZ-STG018	1	New	Create				300
<input type="checkbox"/>	LTPO-20260204-ID-STG001	1	New	Create				300
<input type="checkbox"/>	LTPO-20260204-ID-STG002	1	New	Create				300
<input type="checkbox"/>	LTPO-20260204-ID-STG003	1	New	Create				300
<input type="checkbox"/>	LTPO-20260204-ID-STG004	1	New	Create				300
<input type="checkbox"/>	LTPO-20260204-ID-STG005	1	New	Create				300

3 **Accept** Edit Promises Create Shipment Reset

< > Go To Page Jump Records per page 20

Split into Multiple Promises

To split a Purchase Order Schedule into multiple promises:

1. On the *Problem List Page*, select Purchase Order Schedule you want to respond to using **checkbox**.
2. Click **Edit Promises**.

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

Search Purchase Orders

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

	Purchase Order No. 1	PO Line No. 2	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. A new window appears. Split the Request Quantity into multiple promises by providing the promise values using **editable fields**.
4. Click **Save**

Purchase Order Schedules

** Denotes required field.*

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

Purchase Order Schedules

Request Quantity	Date commit type	Requested Ship Date	Manufacturer Part No.	Promised Manufacturer Part No.	Price	Promised Price	Promise Quantity	Promised Ship Date	Price UOM	Shipped Quantity
300	ETA	20/02/2026		MPN20260401	0.89	0.89	150	15/05/2026	EA	0
				MPN20260401		0.89	100	19/05/2026		
				MPN20260401		0.89	50	26/05/2026		
								DD/MM/YYYY		
								DD/MM/YYYY		
								DD/MM/YYYY		

Save **Cancel**

Request for Cancellation

To request for a cancellation of Purchase Order Schedules:

1. On the *Problem List Page*, modify the *Promise Quantity* to 0 using **editable fields**.
2. Click **Accept**.

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 Records per page 20

Purchase Order States and Statuses




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

PO State	PO Status	Description
New	New	Assigned when it is loaded into the e2open system. Does not apply to Consumption POs – check “Delivery Completed”.
Open	Open	Assigned when PO is changed or updated via the Flex ERP.
	Pending Approval	Assigned when Order is under one or more “approval required” by Flex Users (MPN, Date, Quantity or Price mismatch).
	Rejected	Assigned when one or multiple Approvers have rejected Supplier Promises made (MPN, Date, Quantity or Price) mismatch.
	Cancel Requested - Buyer	Assigned when the Buyer has requested cancellation by updating the Request Quantity to zero and sent cancellation request to the Supplier.
	Split-Flex Pending Action	Assigned when the Supplier has requested split. Pending Flex action.
	Delivery Completed	Assigned to Consumption PO only when it is loaded into the e2open system.
Accepted	Accept	Assigned when the Supplier accepted the Request Schedule as-is. The Promise Date, Quantity, Price, and MPN match the Request Date, Quantity, Line Price, and MPN.
	Cancel Requested - Buyer	Assigned when the Supplier accepted the cancellation requested by Buyer by updating the Promise Quantity to zero. Pending Flex action.
Accepted with Changes	AWC	Assigned when the Supplier accepted the Request Schedule with changes to the Promise Date, Quantity, Price, and/or MPN.
	Approved	Assigned when Flex Users approved all Supplier Promises (MPN, Date, Quantity or Price) mismatch.
	Cancel Requested - Buyer	Assigned when the Supplier has not accepted the cancellation requested by Buyer and updated the Promise Quantity to a non-zero integer.
	Cancel Requested - Supplier	Assigned when the Supplier updated the Promise Quantity to zero, against a non-zero Request Quantity. Pending Flex action.
Shipped		Assigned when the Supplier shipped the Order, and the Shipped Quantity is equal to or greater than Order’s Request Quantity.
Received		Assigned when Flex created a full Receipt for the PO Line Quantity. OR Assigned to a Consumption PO after Supplier has accepted the Order.
Cancelled		Assigned when the customer cancelled the PO Line.

Print PO PDF download

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

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

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

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

5. Additional Features

Discussions Overview

- Purchase order Discussion
- Collab Discussion

Access a Purchase Order Discussion

To access a Purchase Order Discussion:

1. Navigate to the Purchase Order Details page.
2. Click the **Discussions icon** on the top right corner.
3. The Discussions Panel opens. Use the Discussions Panel to initiate a new or continue the existing discussion.

The screenshot shows the Flex purchase order details page. The main content area displays the purchase order information for PO-20260213-STG-396 - 2011 / SPZ01032C. The PO State is Open. The purchase order was created on 25/03/2026. The supplier is Flextronics Electronics Technology. The buyer is GSS-PSS-Diyoa Ragupathy. The order method is FULL LT. The item category is NORMAL. The incoterm is CIP. The named place is BAYAN LEPAS, PENANG, MALAYSIA. The supplier address is also BAYAN LEPAS, PENANG, MALAYSIA. The ship to site is 2011. The bill to is PJ6101 ES.

The discussions panel is open on the right side of the page. It shows a general discussion for the purchase order. The panel has a title bar with 'General Discussion' and 'PO-20260213-STG-396 (discuss...)'. There are icons for 'Watch', 'CR', and 'X'. A green circle with the number '2' is placed over the discussions icon in the top right corner of the main page. A green circle with the number '3' is placed over the discussions panel. A dashed line connects the two circles, indicating the flow of the instructions.

Below the purchase order details, there is a section for 'Purchase Order Schedules'. It shows a table with the following data:

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 (0) B	Open	Open	ITLIG-A30090-13	CAPCXSR,04021,000UF,25,00V,H	1		25/03/2026	1	ER1

Downloads and Uploads

Step 1. Download Purchase Order

To download Purchase Order or Shipment data from the system:

1. Navigate to **Menu** → **Downloads** → **Purchase Order**
2. Use search boxes to enter your criteria.
3. Click **Search to Download**.

The screenshot shows the 'Search Purchase Orders' interface. At the top, there is a breadcrumb trail: 'Downloads' > 'Demand Download' > 'Search Purchase Order'. A 'Job Status' icon is in the top right. Below the breadcrumb, the title 'Search Purchase Orders' is on the left, and 'Saved Searches' (None) and 'Save Search' are on the right. A note says 'Filling in at least one field will return results more quickly.' The search form consists of two columns of input fields. A green circle with the number '2' is positioned above the 'Purchase Order No.' field, with arrows pointing to it from the 'PO Creation Date', 'Supplier ID', and 'Buyer Code' fields. At the bottom left, a green circle with the number '3' is positioned above the 'Search to Download' button.

Downloads > Demand Download > Search Purchase Order Job Status

Search Purchase Orders Saved Searches: None Save Search

Filling in at least one field will return results more quickly.

Purchase Order No.

PO Creation Date

Supplier ID

Original Flex Internal Item

BAAN Item

Ship To Site

Schedule Last Modified Date

Buyer Code

Flex Company name

Supplier Name

Original Flex Internal Item Description

BAAN Item Description

Flex Company ID

3 Search to Download Reset

4. Optionally, enter a **comment** to identify your download jobs.
5. Click **Next** to initiate the download.

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

Select Document Type

Document Type **Purchase Order Download**

Comments

Test 123 4

5
Next

Step 2: Excel

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

- a. The Excel **columns** represent the User Interface fields.
- b. Each **row** contains information about Purchase Order Schedules.
- c. Do not rearrange or delete the columns. You can hide columns that you are not going to fill in and display only the required columns that you want to edit.

The image shows an Excel spreadsheet with columns labeled A through L and rows numbered 1 through 12. A green bracket labeled 'a' spans across the top of the spreadsheet from column A to column L. A green circle labeled 'b' is positioned to the left of the spreadsheet, with arrows pointing to rows 3, 4, and 5.

#0	1	2	3	4	5	6	7	8	9	10	11
**Flex Company ID	Actioned	PromiseID	*Purchase Order No.	*PO Line No.	PO Revision No.(line)	Base Line No.	PO Creation Date	PO Status	*Flex Item No.	Item Description	Item Revision
2011	InsertOrUpdate	1	111948671	10	0		01-04-2026	New	AGIH-G3280-20030	TORCH BLOCK 2	D
2011	InsertOrUpdate	1	111948672	10	0		01-04-2026	New	GEC1H-5483043-2R4	ICE Front Panel - PSC, 3 REPs	X4-1
2011	InsertOrUpdate	1	111948673	10	0		01-04-2026	New	GEC1H-5483043-4R2	DV26 ICE Front Panel - PSC, XGP	X2-1
2011	InsertOrUpdate	1	111948674	10	0		01-04-2026	New	GEC1H-5483043-5	98CH ICE FRONT PANEL- PSC, 66CH REP	3-1
2011	InsertOrUpdate	1	111948769	10	0		06-04-2026	New	AGIH-G3280-20030	TORCH BLOCK 2	D
2011	InsertOrUpdate	1	111948770	10	0		07-04-2026	New	AGIH-G3280-20030	TORCH BLOCK 2	D
2011	InsertOrUpdate	1	111948771	10	0		06-04-2026	New	GEC1H-5483043-2R4	ICE Front Panel - PSC, 3 REPs	X4-1
2011	InsertOrUpdate	1	111948772	10	0		06-04-2026	New	GEC1H-5483043-4R2	DV26 ICE Front Panel - PSC, XGP	X2-1
2011	InsertOrUpdate	1	111948773	10	0		06-04-2026	New	GEC1H-5483043-5	98CH ICE FRONT PANEL- PSC, 66CH REP	3-1
2011	InsertOrUpdate	1	111948774	10	0		06-04-2026	New	GEC1H-5483043R4	ICE Front Panel - PSC, XGP, 4 REPs	X4-1

2. To accept a Purchase Order:

a. In the **Actioned** column, type 'Yes'.

	A	B	C	D	E	F	G	H	I	J	K	L	
1	#0	1	2	3	4	5	6	7	8	9	10	11	12
2	#*Flex Company ID	Actioned	Promise ID	*Purchase Order No.	*PO Line No.	PO Revision No.(line)	Base Line No.	PO Creation Date	PO Status	*Flex Item No.	Item Description	Item Revision	Previous
3	2011	Yes	1	PO-DEVDEMO2-STG-004	10	0	30	27-01-2026	New	ROWH-2200027-10	COVER TAPE, AR SERIES	X2	

b. Enter values in the Promise fields: **Promise Quantity**, **Promised Ship Date**, **Promised Delivery Date**, **Promised Price**, and

	N	O	U	V	W	X	Y	Z	AA	AE	AF
1	13	14	20	21	22	23	24	25	26	30	31
2	Request Quantity	Promise Quantity	Requested Ship Date	Promised Ship Date	Requested Delivery Date	Promised Delivery Date	Price	Promised Price	Price UOM	Manufacturer Part No.	Promised Manufacturer Part No.
3	500	500			01-04-2026	01-04-2026	72.4	82.39	EA	G3280-20030	G3280-20030
4	96	90			01-04-2026	01-04-2026	55	55	EA	5483043-2	5483043-2
5	96	96			01-04-2026	06-04-2026	88.9	89.94	EA	5483043-4	5483043-4
6	96	50			01-04-2026	06-04-2026	88.9	88.93	EA	5483043-5	5483043-57
7	500	400			06-04-2026	06-04-2026	72.4	72.39	EA	G3280-20030	G3280-20020
8	500	500			07-04-2026	07-04-2026	72.4	72.39	EA	G3280-20030	G3280-20030
9	96	96			06-04-2026	12-04-2026	55	55	EA	5483043-2	5483043-2
10	96	96			06-04-2026	06-04-2026	88.9	88.94	EA	5483043-4	5483043-8
11	96	96			06-04-2026	06-04-2026	88.9	88.93	EA	5483043-5	5483043-5
12	96	96			06-04-2026	06-04-2026	55.3	55.28	EA	5483043-5	5483043-5

3. To split a Purchase Order Schedule into multiple promises:

- Copy the Purchase Order Schedule row and paste it under the original one.
- Enter values in the Promise fields: **Promise Quantity**, **Promised Ship Date**, **Promised Delivery Date**, **Promised Price**, and **Promised Manufacturer Part No.**
- The **Promise ID** values should remain unchanged.
- In the **Actioned** column, type 'Yes'.

	A	B	C	D	E	F	G	H	I	J	K
1	#0	1	2	3	4	5	6	7	8	9	10
2	*Flex Company ID	Actioned	Promise ID	*Purchase Order No.	*PO Line No.	PO Revision No.(line)	Base Line No.	PO Creation Date	PO Status	*Flex Item No.	Item Description
3	2011	Yes	1	111948671	10	0		01-04-2026	New	AGIH-G3280-20030	TORCH BLOCK 2
4	2011	Yes	1	111948671	10	0		01-04-2026	New	AGIH-G3280-20030	TORCH BLOCK 2
5	2011	Yes	1	111948671	10	0		01-04-2026	New	AGIH-G3280-20030	TORCH BLOCK 2

	N	O	U	V	W	X	Y	Z	AA	AE	AF
1	13	14	20	21	22	23	24	25	26	30	31
2	Request Quantity	Promise Quantity	Requested Ship Date	Promised Ship Date	Requested Delivery Date	Promised Delivery Date	Price	Promised Price	Price UOM	Manufacturer Part No.	Promised Manufacturer Part No.
3	500	200			01-04-2026	01-04-2026	72.39	72.39	EA	G3280-20030	G3280-20030
4	500	200			01-04-2026	06-04-2026	72.39	72.39	EA	G3280-20030	G3280-20030
5	500	100			01-04-2026	08-04-2026	72.39	72.39	EA	G3280-20030	G3280-20030

4. To request for cancellation:

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

	A	B	C	D	E	F	G	H	I	J	K	L	
1	#0	1	2	3	4	5	6	7	8	9	10	11	12
2	#*Flex Company ID	Actioned	Promise ID	*Purchase Order No.	*PO Line No.	PO Revision No.(line)	Base Line No.	PO Creation Date	PO Status	*Flex Item No.	Item Description	Item Revision	Previous
3	2011	Yes	1	PO-DEVDEMO2-STG-004	10	0	30	27-01-2026	New	ROWH-2200027-10	COVER TAPE, AR SERIES	X2	

	N	O	U	V	W	X	Y	Z	AE	AF	
1	13	14	20	21	22	23	24	25	30	31	
2	ty	Request Quantity	Promise Quantity	Requested Ship Date	Promised Ship Date	Requested Delivery Date	Promised Delivery Date	Price	Promised Price	Manufacturer Part No.	Promised Manufacturer Part No.
3		1000	0	20-07-2026	20-07-2026	23-07-2026	23-07-2026	0.89	0.89	MPN20260507	MPN20260507
4											

Step 3: Upload

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

Menu Add to Favorites

Uploads Demand Upload Order Execution (Demand)

Select Document Type

Document Type * PO Response Upload

Drag drop file here *

Or select file

Comments

Next